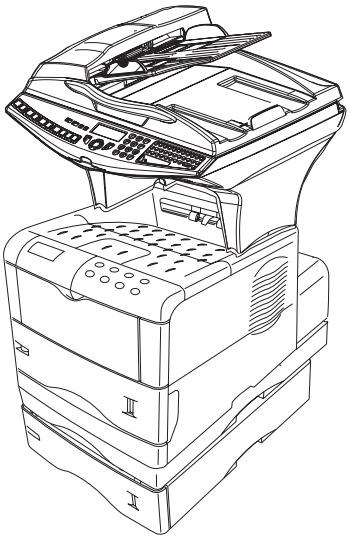
SAGEM
MF 3725



User Manual

SAGEM

WELCOME

You have just acquired a new generation communications terminal from SAGEM and we congratulate you on your choice. This multi-function terminal will meet all your professional requirements.

This User's Manual present the model in the range:

Model	Equipement
MF 3725	• Duplex unit scanner colour • 28 ppm Black & White laser printer • Front/back module • Connection Kit PC • LAN 10/100 Base T

It combines power, user-friendliness and simplicity thanks to its navigator, its multitask access and its direct access directory.

Denpending on model, you can also print to PCL® 6 and KPDL/SGScript 3 formats (emulation of Postscript® level 3 language).

We strongly recommend that you take the time to read this manual so that you can get the most out of your terminal's many features. Please read the safety instructions carefully (see the **Safety** chapter on page 8-1).

List of accessories[1]

The following additional accessories are proposed for the Fax Laser range:

- Directory card.
- 500-page paper tray.
- Companion Suite Pro PC Kit.

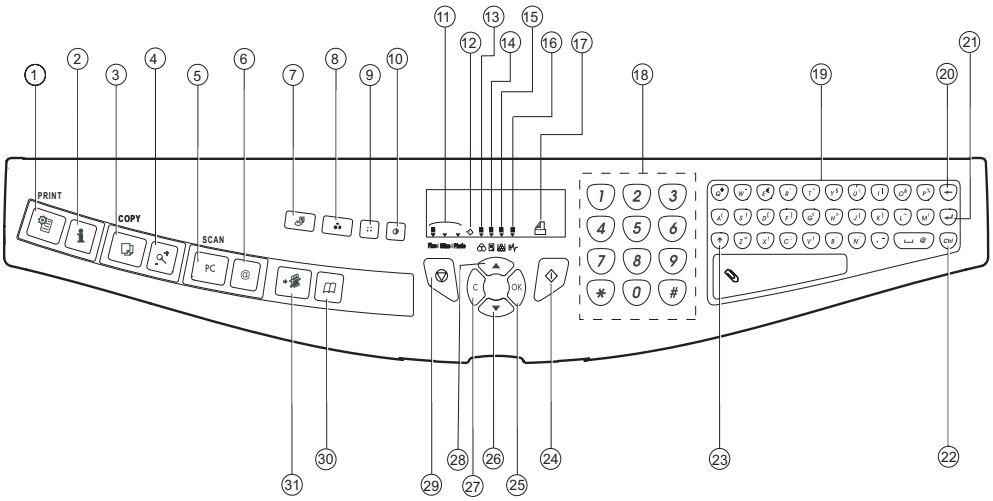
Consumables

To refer to the last page of this user manual for the references.

1. The list of accessories is subject to change without prior notice.

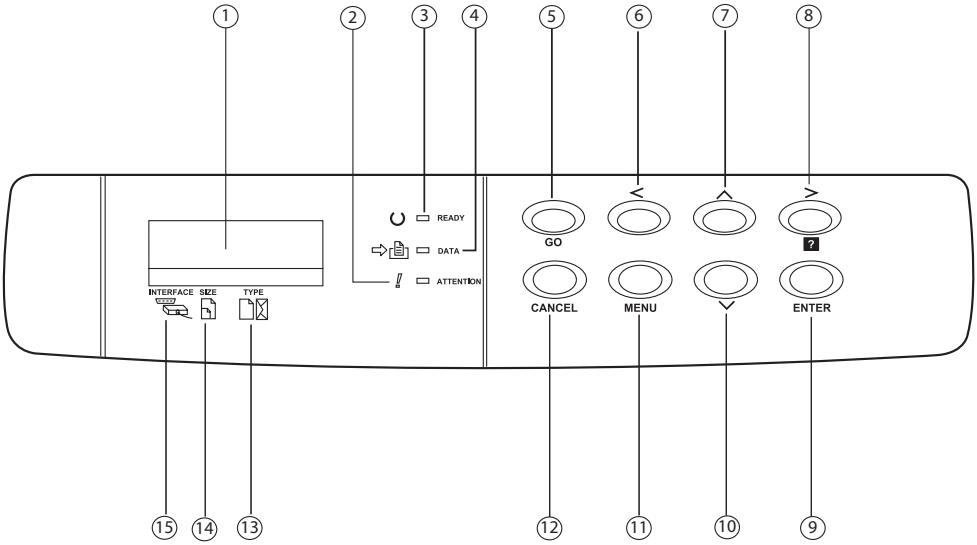
Scanner console

1. Key : stops current printing.
2. Key : help in terminal use.
3. Key : local photocopy.
4. Key : reduce or enlarge.
5. Key **PC** : scan to PC / scan to FTP / scan to Disk
6. Key @ : scan to e-mail (sending of Internet fax).
7. Key : double sided printing
8. Key : selection of colour mode.
9. Key : scan resolution.
10. Key : contrast setting.
11. Scan resolution (Fine (Fin), SFine (Super Fin), Photo).
12. Icon "Ligne" :
    * On : communication in progress.
    * Flashing : communication setting up.
13. Icon : color mode selected.
14. Recto/Verso print indicated :
    * On : duplex mode activated.
    * Out : printing mode deactivated.
15. Indicator reserve "Toner" :
    On : end of toner,
    Flashing : near the end of toner.
16. Indicator printer paper jam .
17. Icon fax reception icon reception:
    * On : reception possible.
    * Flashing : non-printed document(s) in memory or being received.
    * Out : reception impossible.
18. Digital keyboard.
19. Alphabetical keyboard.
20. Key : deletes the character to the left of the cursor
21. Key : input or line feed.
22. Key **Ctrl** : access to special characters.
23. Key : Shift.
24. Key : send fax.
25. Key **OK** : validates displayed selection.
26. Key : access to menu and browsing in menus downwards.
27. Key **C** : return to previous menu and correction of text
28. Key : browsing in menus upwards.
29. Key : stops current operation.
30. Key : access to directory and quick dial numbers.
31. Key : multiple contact sending (fax, e-mail).



Print console

1. The console's LCD screen.
2. **WARNING** indicator:
   On: A problem or error (e.g. a paper jam) has occurred.
   Blinking: The printer requires maintenance or is warming up.
3. **READY** indicator:
   On: The printer is ready. It prints out any data it receives.
   Blinking: An error has occurred.
   Off: The printer is idle. The data has been received but not printed out (see GO key).
4. **DATA** indicator:
   On: The data has been processed or stored on the memory card,
   Blinking: Data transfer in progress.
5. **GO** key: Used to take the printer into or out of idle mode.
6. < key: Used to navigate the submenus and make certain settings.
7. ^ key: Used to navigate the menus and to increase numerical values.
8. > key: Used to navigate the submenus, make certain settings and display help messages when certain errors occur.
9. **ENTER** key: Confirms the numerical values and other selections.
10. v key: Used to navigate the menus and to devease numerical values.
11. **MENU** key: Used to access or exit the printer's menu.
12. **CANCEL** key: Used to cancel a print job.
13. TYPE indicator: Shows the paper type used in the tray.
14. SIZE indicator: Shows the paper size used in the tray.
15. INTERFACE indicator: Shows the interface being used (PAR, USB, OPT and --).



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The mark CE attests that the products comply with the essential requirements of Directive R&TTE 1999/05/EC.

For user safety, in accordance with Directives 73/23/EC. For electromagnetic interference, in accordance with Directive 89/336/EC.

The manufacturer declares that the products are manufactured in accordance with ANNEX II of Directive R&TTE 1999/5/EC.

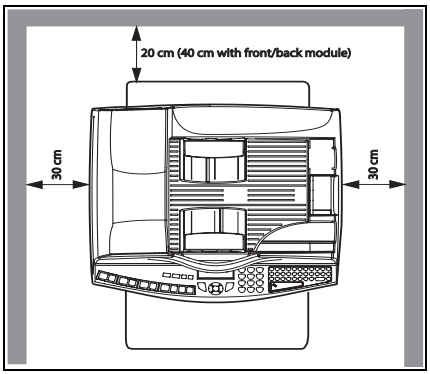
1 INSTALLATION

INSTALLING YOUR TERMINAL

INSTALLATION REQUIREMENTS

A proper location helps to ensure that your printer provides you with the long service life for which it is designed. Double-check to make sure that the location you select has the following characteristics.

- **Choose a location that is well ventilated.**
- Make sure you do not obstruct the ventilation grilles located on the left and right-hand sides of the unit and at the rear of the Front/Back module. If there is a wall nearby when you install the unit, make sure you install the terminal at the distances shown in the illustration below in order to make it easier to open the various covers.



- Make sure there is no chance of ammonia or other organic gasses being generated in the area.
- The grounded power outlet (refer to the safety instructions in the **Safety** section) you plan to connect to for power should be nearby and not obstructed.
- **Make sure that the printer is not exposed to direct sunlight.**
- Avoid areas in the direct airflow of air conditioners, heaters, or ventilators and areas subject to temperature and humidity extremes.
- Choose a sturdy, level surface where the printer will not be exposed to strong vibration.
- **Keep the printer away from any objects that might block its heat vents.**
- Do not locate the printer near curtains or other combustible objects.
- Choose an area where there is no possibility of the printer being splashed with water or other liquids.
- Make sure that the surrounding area is clean, dry, and free of dust.

Operational precautions

Note the following important precautions whenever using the printer.

Operating Environment

The following describes the operating environment required when using the printer:

- Temperature:
  10°C to 35°C (50°F to 95°F) with fluctuation of 10°C (18°F) per hour.
- Humidity:
  20% to 80% (no condensation) with fluctuation of 20% per hour.

Terminal

The following describes precautions for using the terminal.

- Never switch the power to the terminal off and never open the covers while the unit is printing.
- Never turn the terminal off or open any of its covers during a print operation.
- Never place flammable gasses, liquids or objects that generate magnetic forces near the terminal.
- When unplugging the power cord, always grasp the plug and never pull on the cord. A damaged cord creates the danger of fire or electrical shock.
- Never touch the power cord when your hands are wet. Doing so creates the danger of electrical shock.
- Always unplug the power cord before moving the terminal. Failure to do so can damage the power cord, creating the danger of fire or electrical shock.
- Always unplug the power cord if you do not plan to use the terminal for a long time.
- Never try to remove any secured panel or cover. The terminal contains high-voltage circuit which creates the danger of electrical shock when exposed.
- Make sure that the power to the printer is switched off before connecting or disconnecting an interface lead to the printer (use a shielded interface lead).
- Never try to modify the terminal. Doing so creates the danger of fire or electrical shock.
- Never place any heavy objects on the power cord, pull on it or bend it. Doing so creates the danger of fire or electrical shock.
- Always make sure the terminal is not placed on the electrical cord or the communications cables of any other electrical equipment. Also make sure that cords and cables do not get into the terminal's mechanism. Any of these conditions create the danger of malfunction and fire.

- Always take care that paper clips, staples, or other small pieces of metal do not get into the terminal through its vents or other openings. Such objects create the danger of fire or electrical shock.
- Do not allow water or other liquids to spill on or near the terminal. Fire or electrical shock can occur should water or liquid come into contact with the terminal.
- Should liquid or any piece of metal accidently get inside the printer, immediately turn it off, unplug the power cord, and contact your dealer. Failure to take this immediate action creates the danger of fire or electrical shock.
- Whenever the terminal emits unusually high amounts of heat, smoke, an unusual odor, or noise, immediately turn it off, unplug it, and contact your dealer. Failure to take this immediate action creates the danger of fire or electrical shock.
- Avoid using the terminal during an "electrical storm" as this may involve a risk of electric shock caused by the lightning.
- **Paper for printer: do not use paper previously printed by your terminal or any other printer: the ink or toner deposited on that paper might damage the printing system of your terminal.**

Caution - Be sure to locate the terminal in a well-ventilated location. A minimal amount of ozone is generated during normal operation of this terminal. Because of this, an unpleasant odor may result when the printer is used for extensive printing in a poorly ventilated area. For a comfortable, healthy, and safe operation, be sure to locate the terminal in a well-ventilated area.

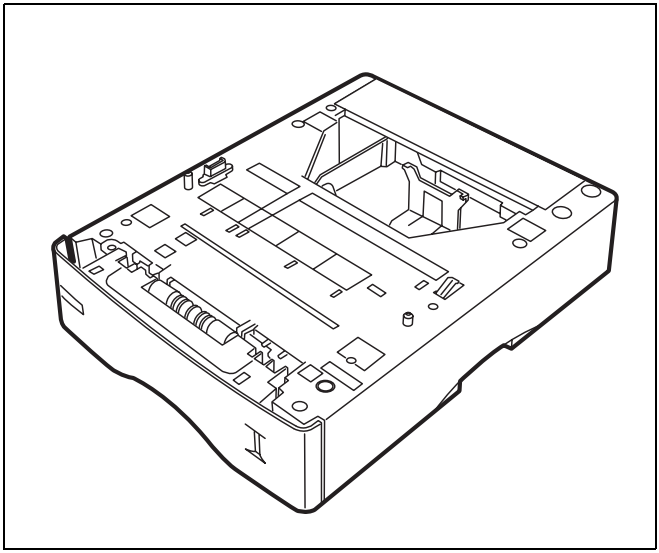
UNPACKING THE COMPONENTS

UNPACKING THE ADDITIONAL PAPER TRAY (DEPENDING ON OPTION)

☞ Take the additional tray out of its box.

☞ Remove the protective side sections in the box.

☞ Remove the plastic bag from the additional tray.



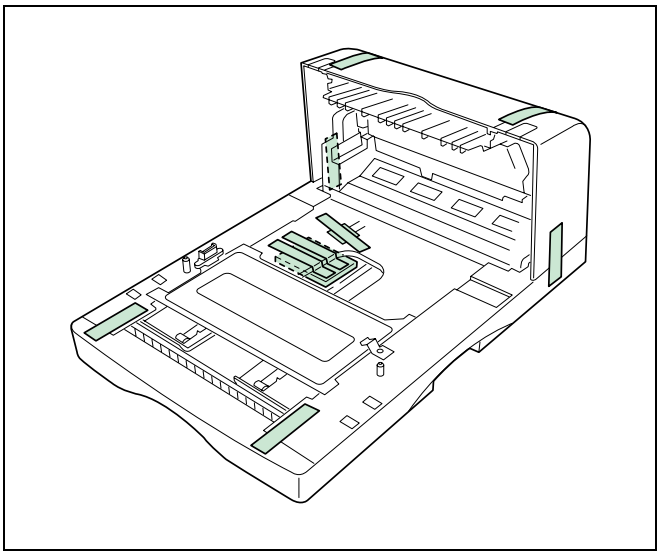
☞ To install the additional tray please see the paragraph on **Installing the terminal**, page 1-9.

UNPACKING THE FRONT/BACK MODULE

☞ Remove the front/back module from its box.

☞ Remove the protective side sections.

☞ Remove the plastic bag from the front/back module.



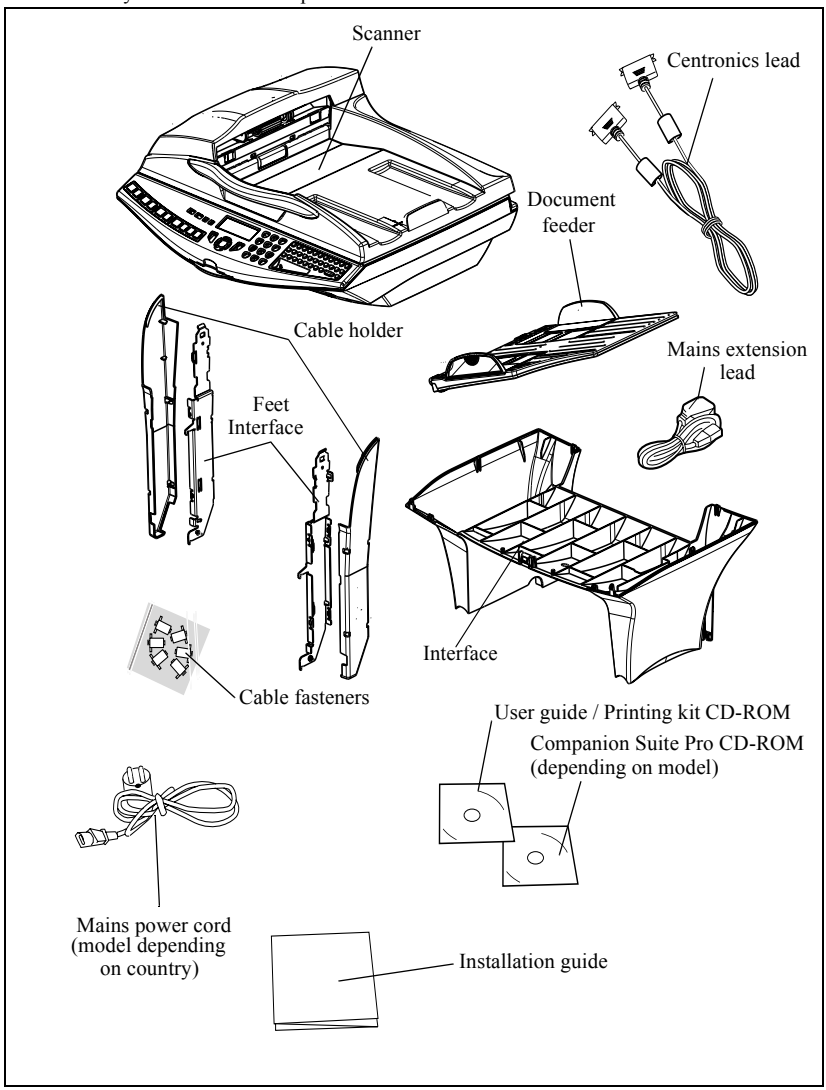
☞ To install the front/back module, please see the paragraph on **Installing the front/back module on top of the additional trays (depending on model or option)**, page 1-9.

UNPACKING THE SCANNER

☞ Take the scanner module and its accessories out of the box.

☞ Remove the plastic bag from the scanner.

☞ Check that you have all the components listed below.

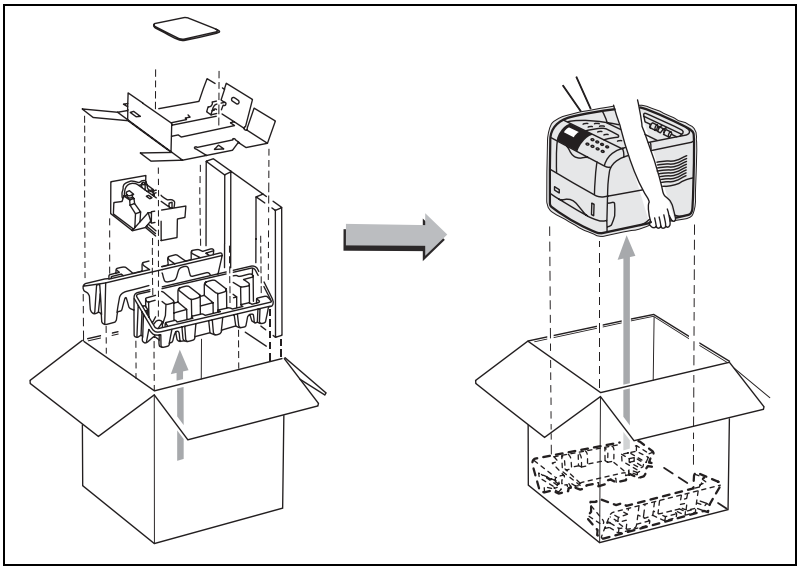


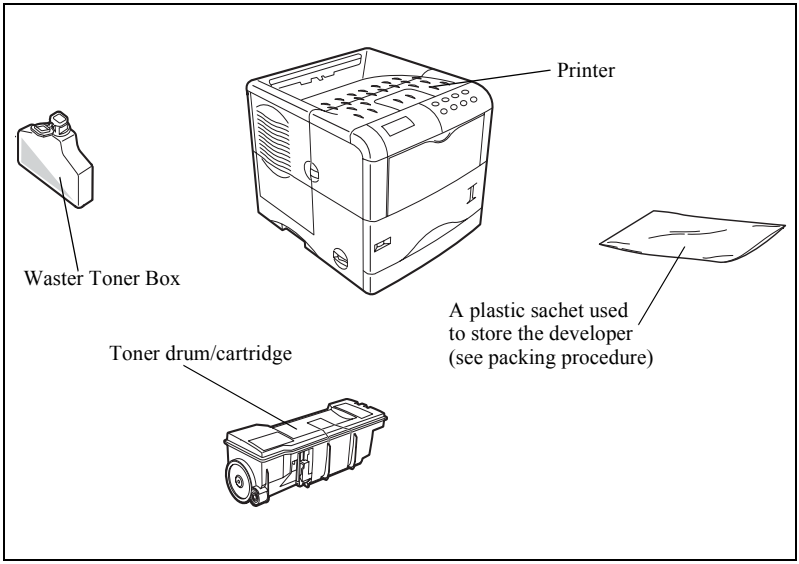
UNPACKING THE PRINTER

☞ Take the printer and its accessories out of the box.

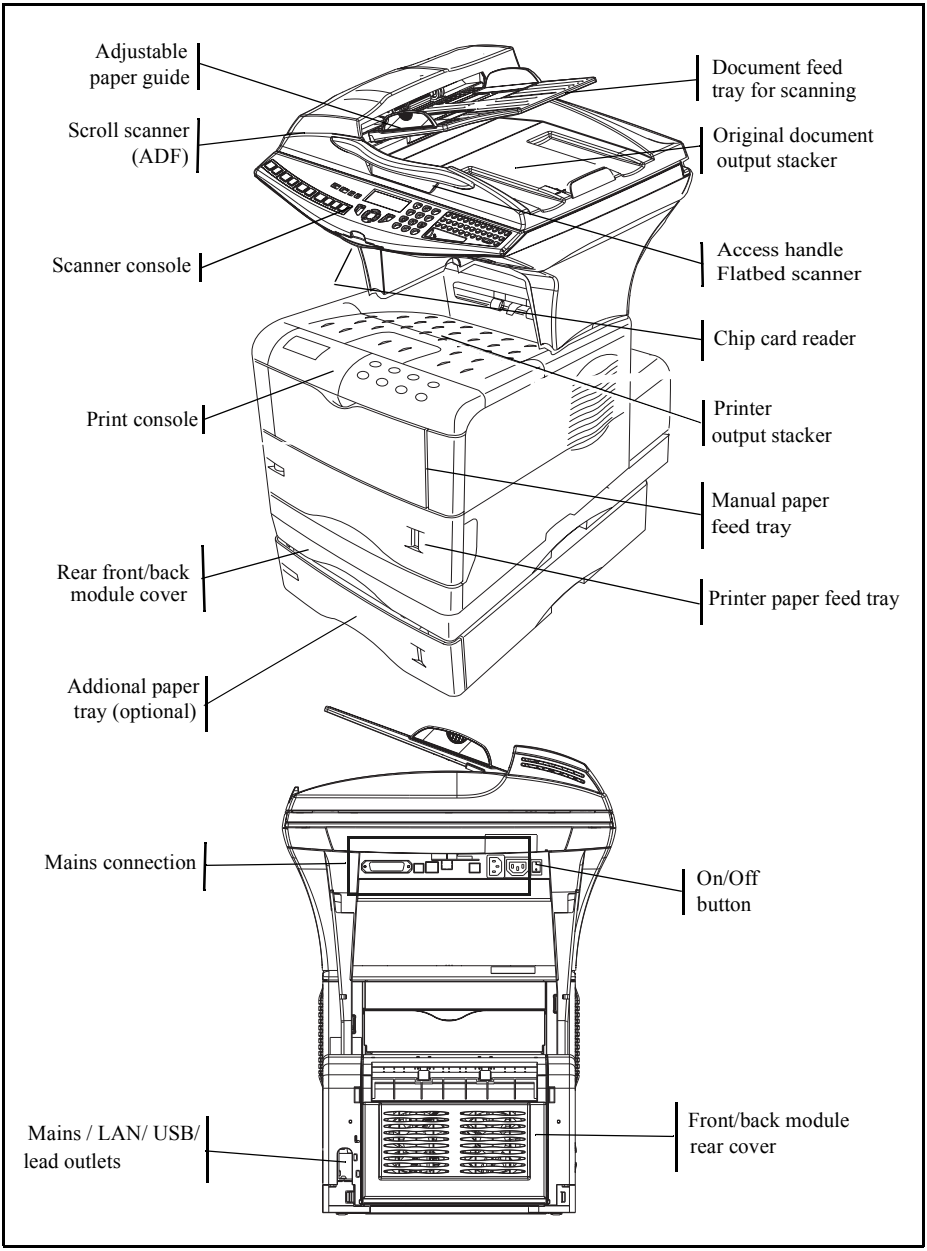
☞ Remove the plastic bag from the printer.

☞ Check that you have all the components illustrated below.





DESCRIPTION

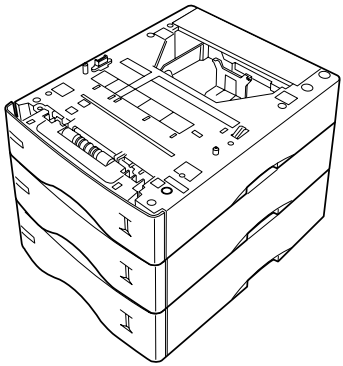


INSTALLING THE TERMINAL

Installing the additional paper tray

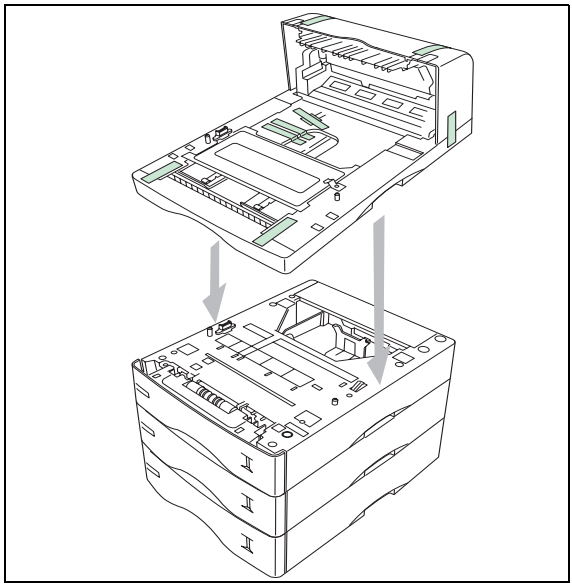
You can install up to 3 additional paper trays.

Note: stacking paper feeders. (When installing multiple paper feeders).

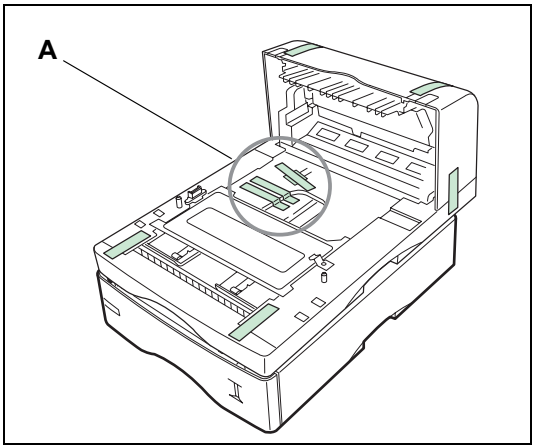


Installing the front/back module on top of the additional trays (depending on model or option)

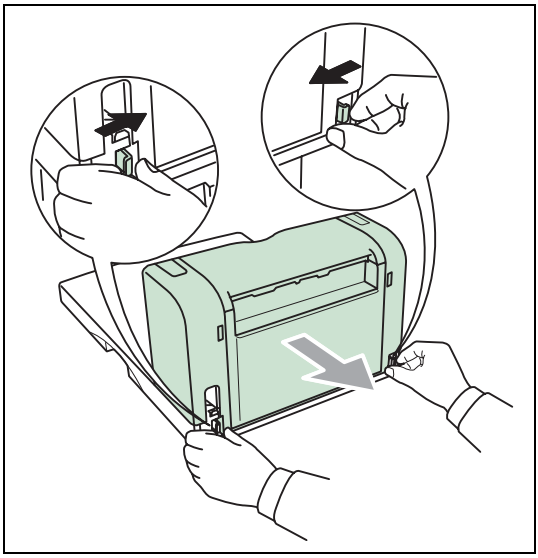
☞ Install the front/back module on top of the additional tray (optional).



☞ Remove the plug (A) and all the strips of fixing tape stuck onto the front/back module.

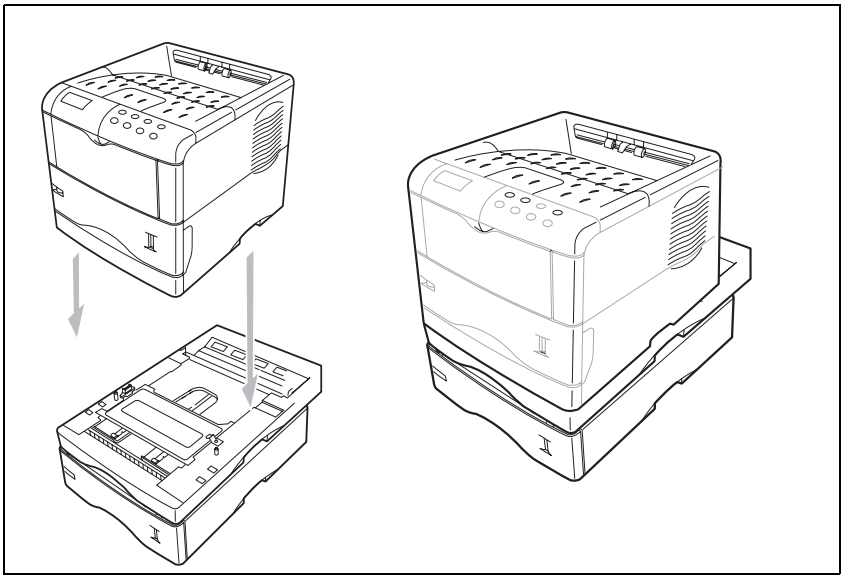


☞ Remove the front/back module's rear cover by pressing it inwards (see illustration below).



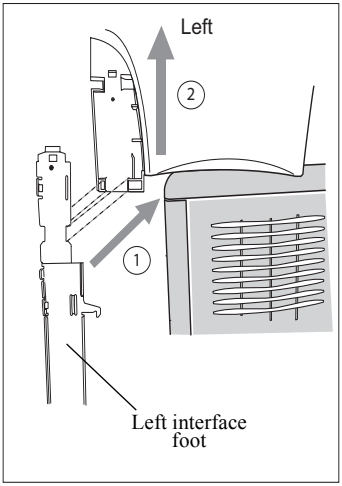
Installing the printer on top of the front/back module

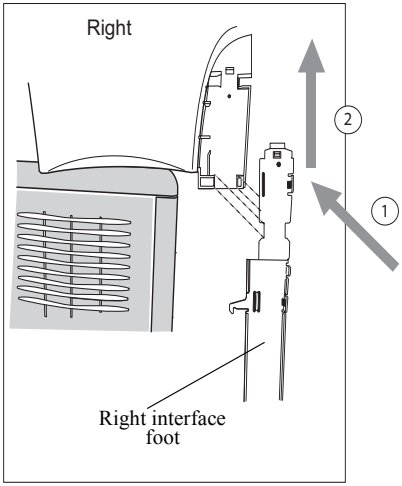
☞ Place the printer on top of the front/back module and lay it down onto this module.



Installing the feet on the scanner/printer interface

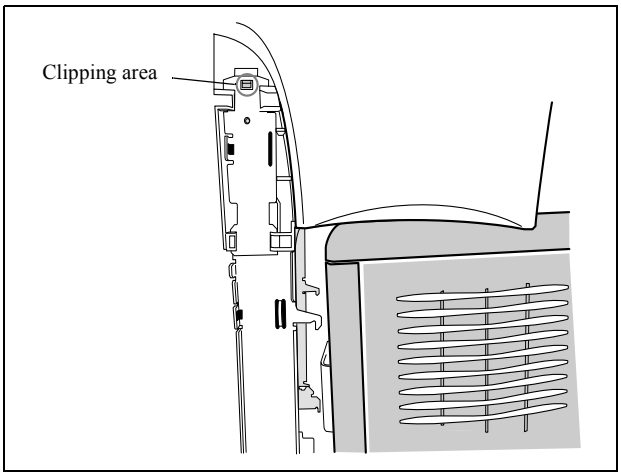
☞ Position the scanner/printer interface unit on top of the printer, around 3 centimetres back from the rear.





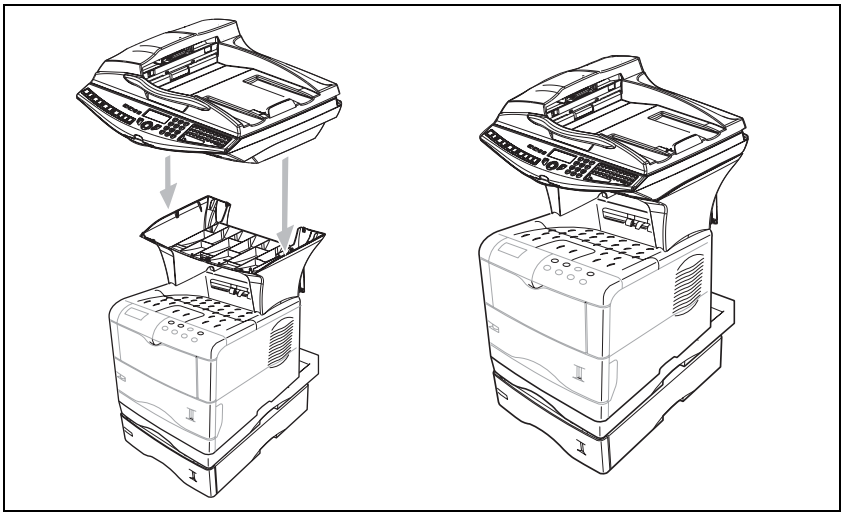
☞ Insert the scanner/printer interface feet into the slots provided for this purpose, located on both sides at the rear of the scanner/printer interface, both of the feet have a fool-proofing device and can only be fitted in a single place.

☞ Once both of the feet have been positioned in their respective slots, press upwards until they clip and then lock into place (see illustration below).



Installing the scanner on top of the scanner/printer interface

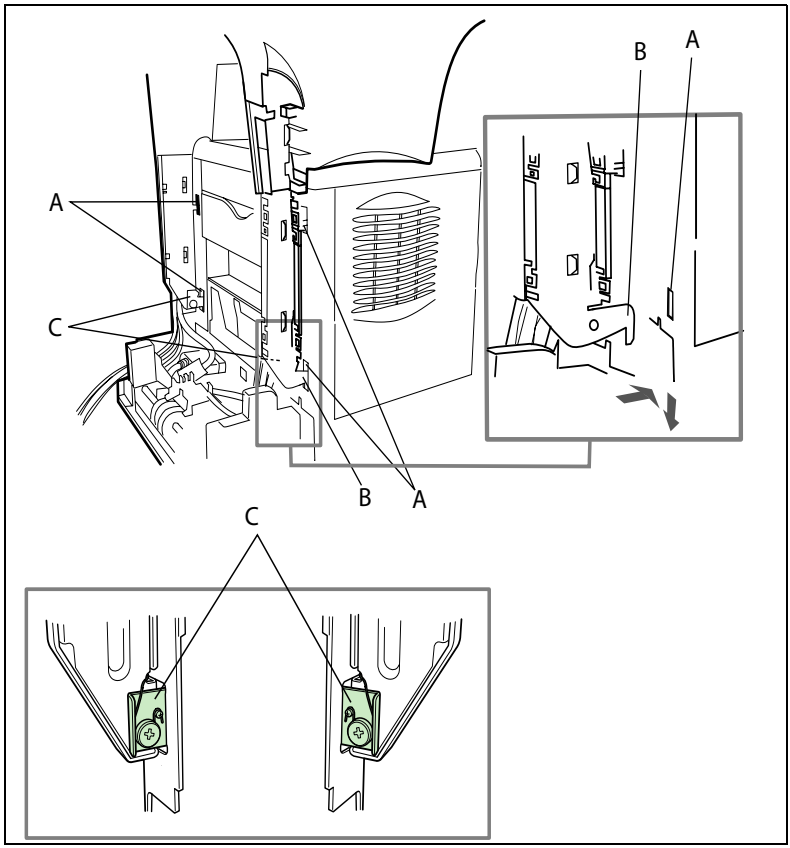
☞ Place the terminal's scanner on top of the scanner/printer interface and then lay it down.



Fitting the scanner interface to the printer

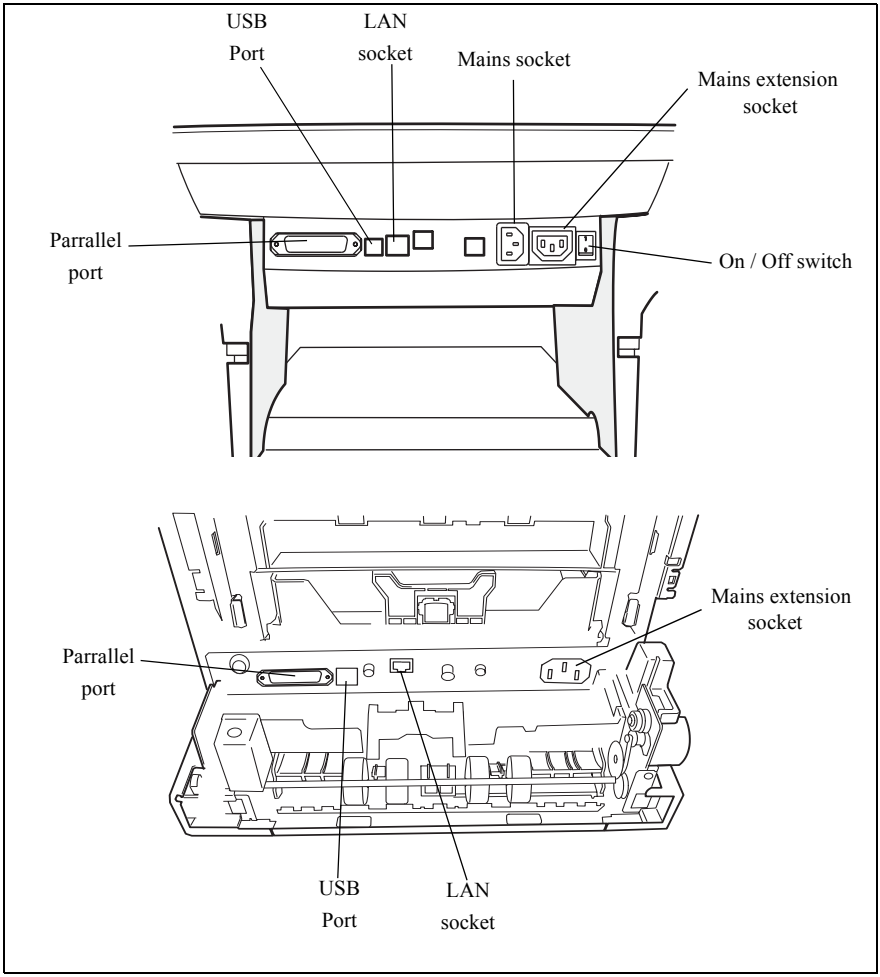
☞ Lift up the scanner/printer interface unit and then position the 4 locking tabs (B) opposite the 4 slots (A) located on the left and right-hand side at the rear of the printer. Insert the 4 tabs into these slots then press downwards so that the unit is properly fixed onto the printer.

☞ After fixing the unit onto the printer, make sure that the two blades on the positioning latches (C) are in a vertical position, if not turn them so that they are in the correct position.

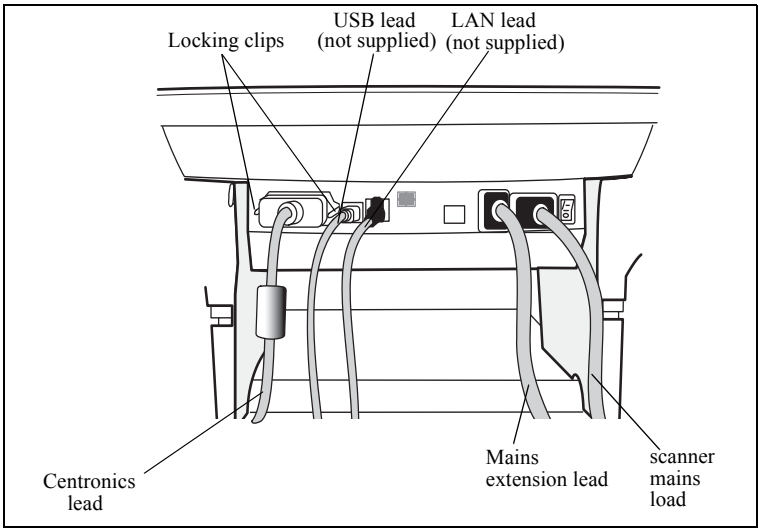


Terminal connections

If you stand at the rear of the unit you will be able to see all the available connections.

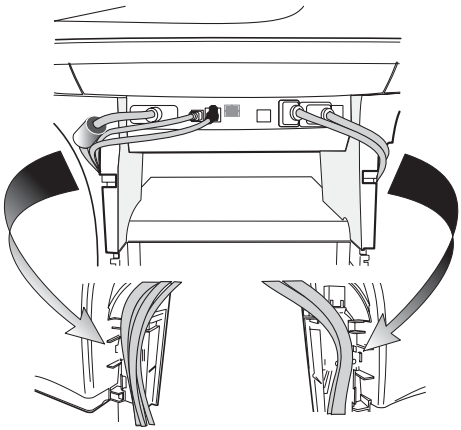


☞ Connect your terminal's leads as shown below. Do not forget to lock the Centronics lead into place using the 2 metal clips.

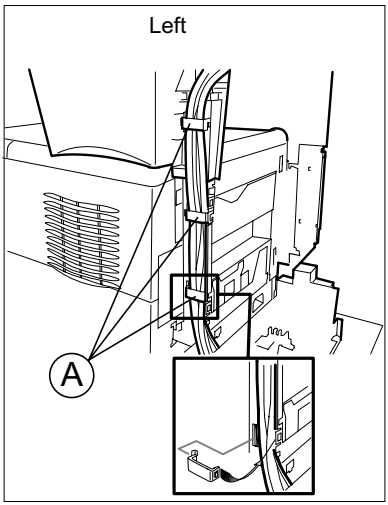


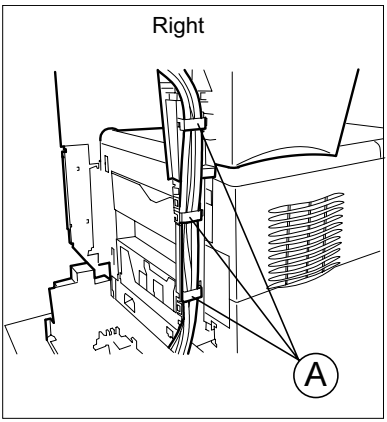
Connecting up the scanner/printer/front/back module

☞ Once the various leads have been connected, position them by inserting them into the sockets provided for this purpose in the scanner/printer interface's two side feet as shown below.



☞ After carefully pushing the various leads into their respective sockets, clip the fasteners (A) onto the scanner/printer interface feet supplied with the scanner (6 cable fasteners), see illustrations below.

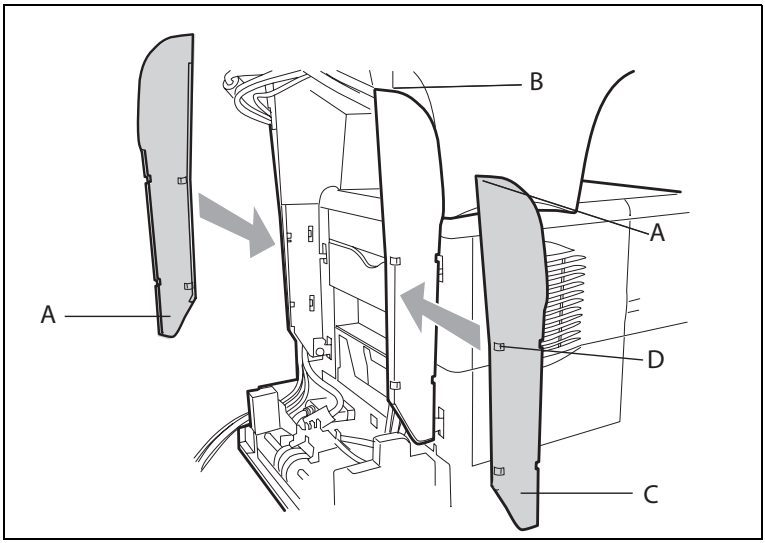




Installing the cable holders

☞ Clip the 2 cable holders (see illustration below) onto the scanner/printer interface feet to hide the leads inside the feet.

☞ Start by fitting the right-hand holder. Position the upper part of the holder (A) underneath the interface (B). Bring the lower part of the holder (C) against the foot making sure that the middle clip (D) is in the right position. Clip the whole unit together.



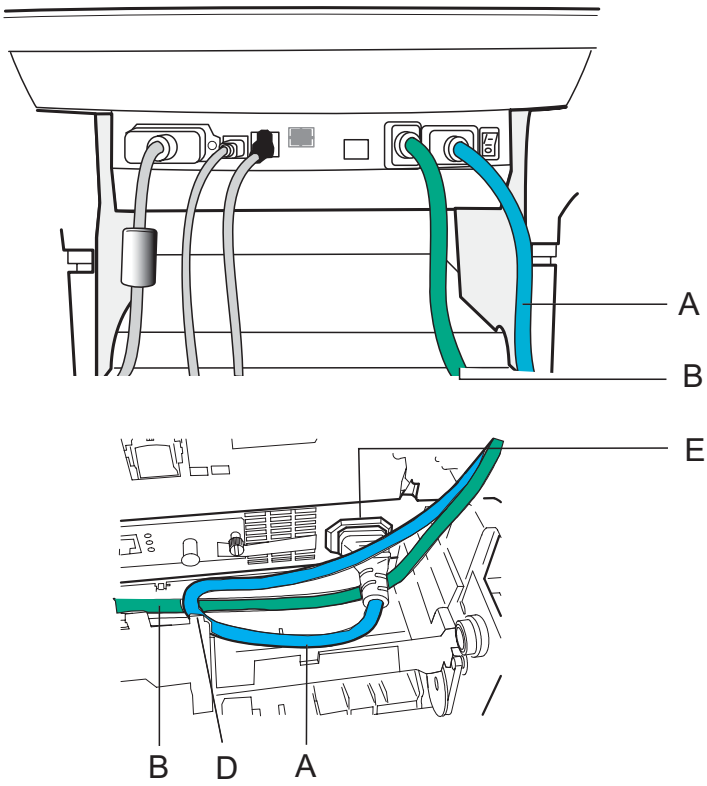
☞ Then fit the left-hand holder in the same way.

Connecting the scanner's mains lead to the printer

☞ Connect the end of the male/female mains lead (A) to the printer's male connector (E).

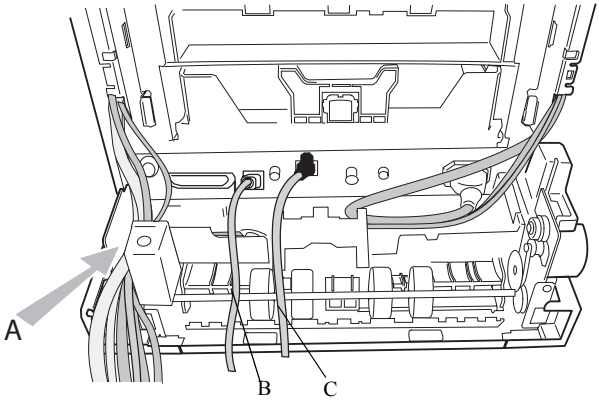
☞ Pass the scanner's mains lead (B) from underneath the printer's mains lead (A) see illustrations below.

☞ Make a loop with the mains lead (A) by inserting it into the grommet (D), see illustrations below.



Connecting the printer's LAN and USB leads

☞ Connect the printer's LAN lead (C) and USB lead (B) as shown in the illustration below.

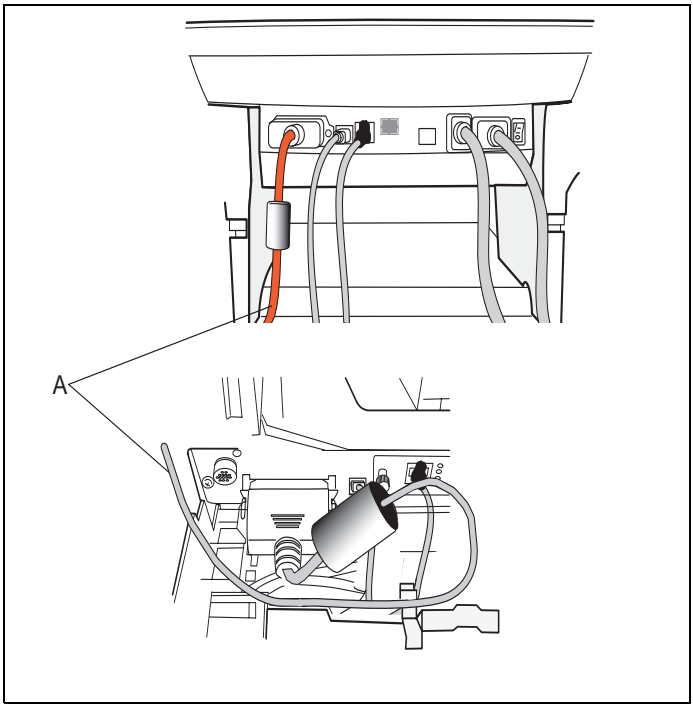


Connecting the scanner's parallel port to the printer

☞ Connect the end of the lead (A) to the parallel port connector located on the left-hand side at the back of the printer and lock it into place with the 2 metal tabs.

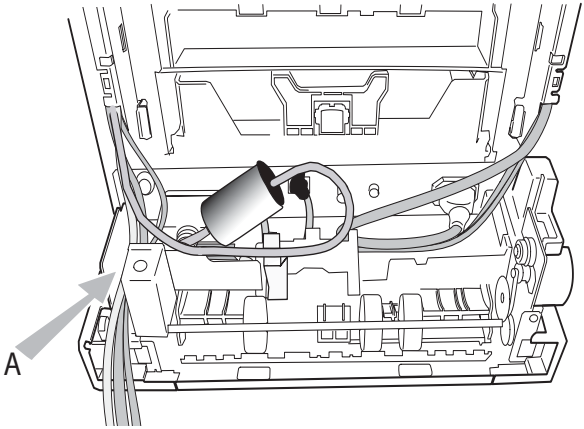
☞ Pass the USB and LAN leads underneath the parallel lead (A).

☞ Position the lead (A) on the bottom of the front/back module by running it over the mains lead and the scanner line lead as shown in the illustrations below.



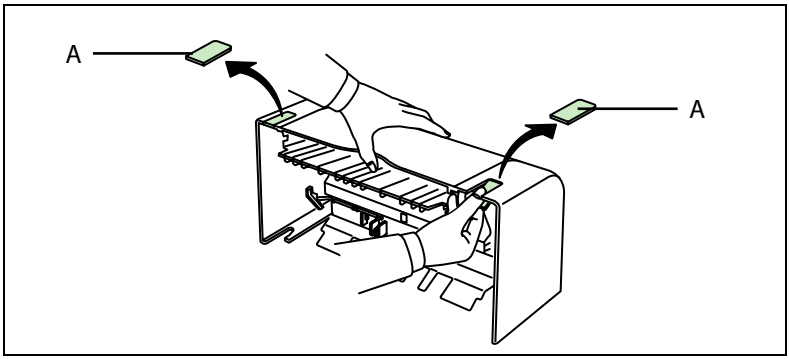
Taking the various leads out of the terminal

☞ Once you have connected all of the terminal's leads, push them into the slot (A) provided for this purpose on the left of the front/back module, see illustration below.



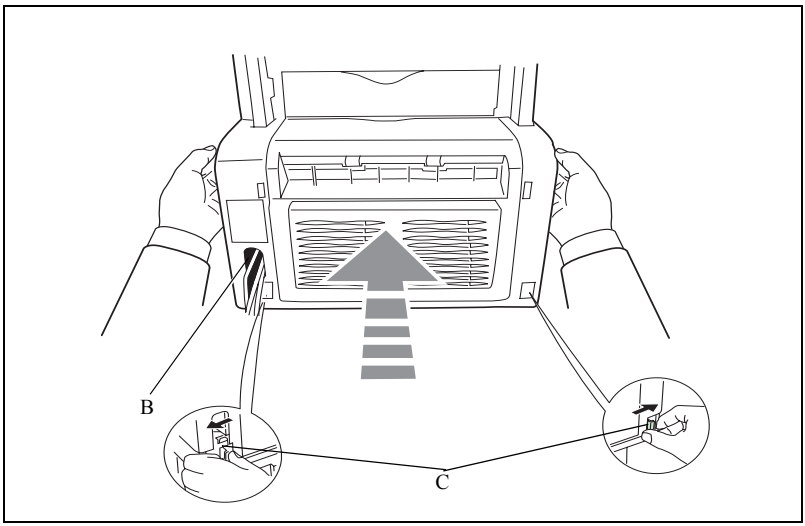
Fitting the front/back module cover

☞ Remove the two flaps (A) from the rear front/back module cover.



☞ Pass the leads (mains scanner, USB and LAN) through the hole (B) which is provided for this purpose, located on the left-hand side at the rear of the front/back module cover.

☞ Fix the rear front/back module cover into place by clipping to its base. Make sure that the 2 clips (C) are properly locked into place.

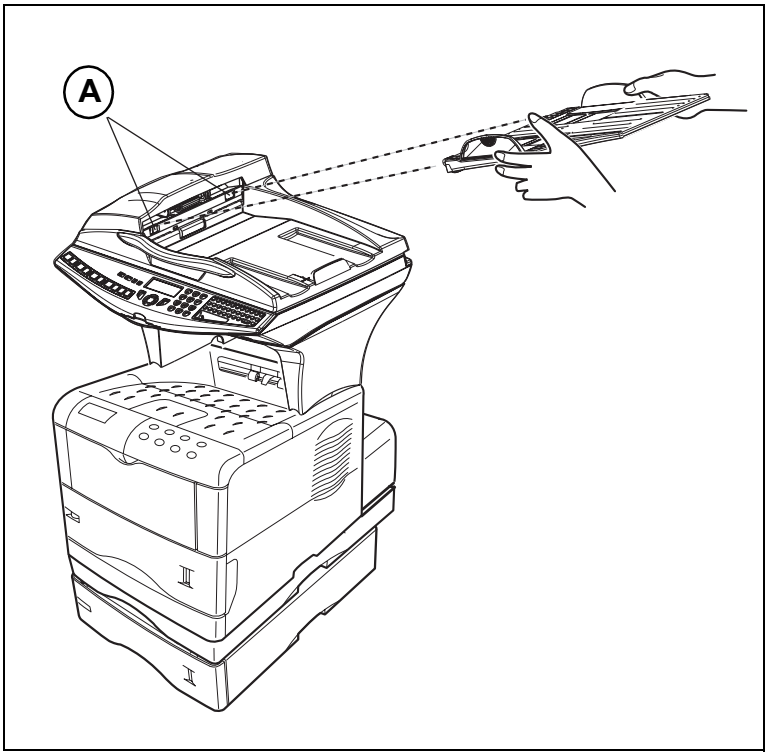


INSTALLING THE REMOVABLE COMPONENTS

This section tells you how to install the terminal's removable components.

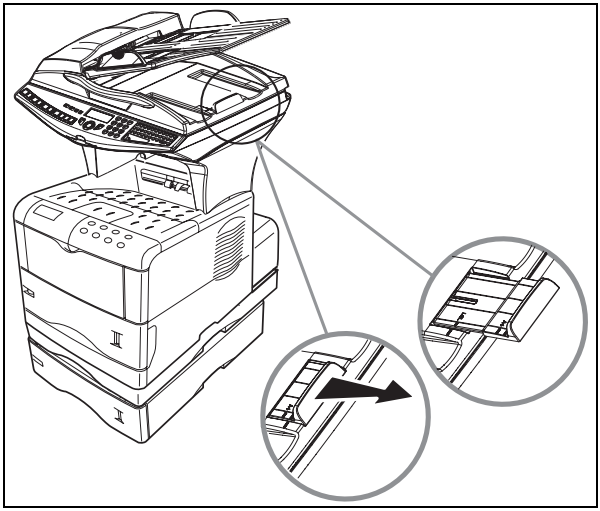
INSTALLING THE SCANNER DOCUMENT FEEDER

☞ Fix the document feeder into place by clicking its two tabs into the appropriate holes (A) on the terminal.



ADJUSTING THE ORIGINAL DOCUMENT OUTPUT TRAY

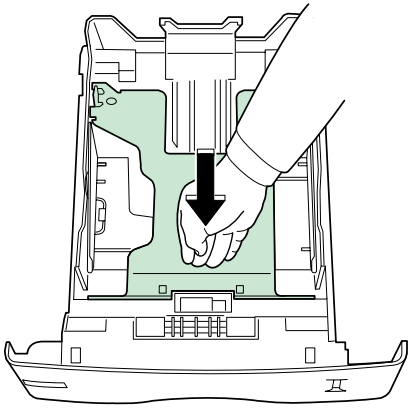
☞ Depending on the format of the document to be scanned - A4 or LGAL (LEGAL) adjust the paper stop.



LOADING PAPER

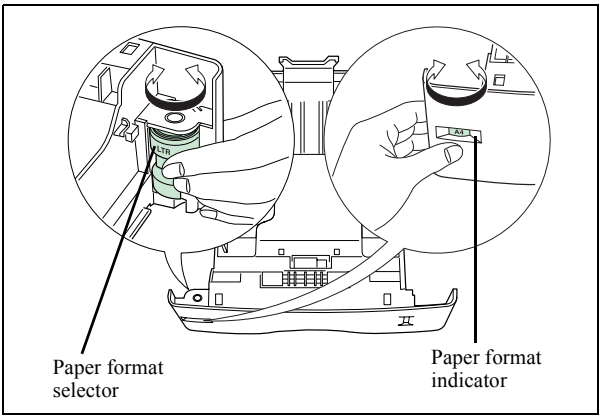
☞ Remove the printer paper tray.

☞ Push the lower tray downwards until it clicks into place.

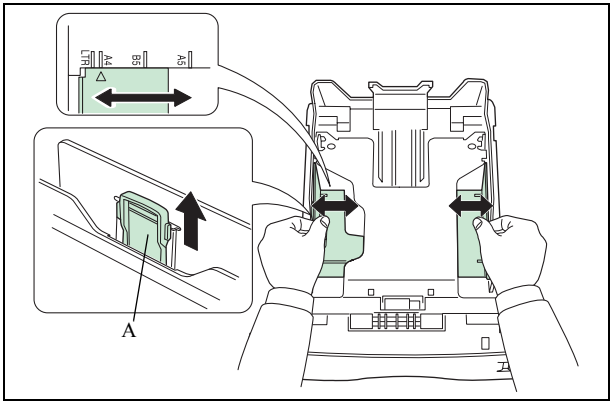


☞ Turn the format dial so that the desired format appears in the paper format window.

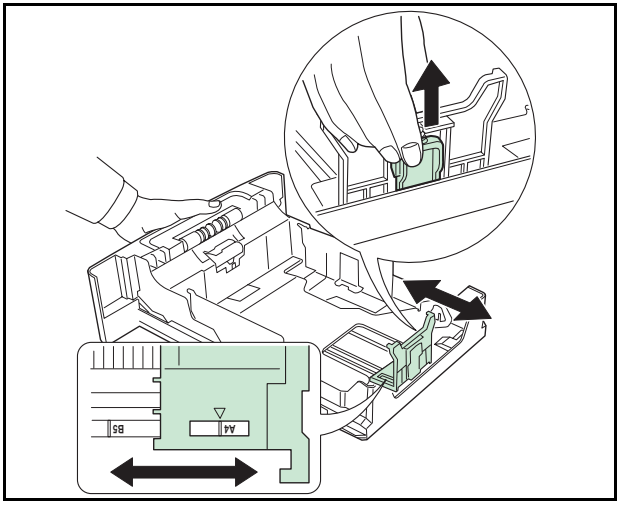
Note: If the paper format dial is set to OTHER you will need to adjust the paper format on the printer's control panel. See the user guide.



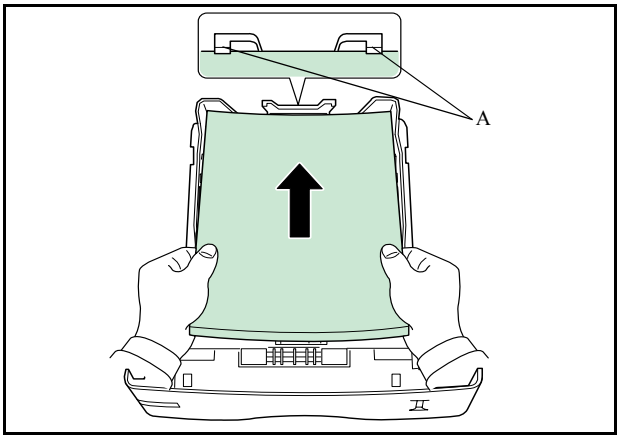
☞ Adjust the paper guides to the paper format by lifting the lever (A) located on the left-hand guide.



☞ Adjust the stop which is located at the rear of the tray by pulling the lever upwards.



☞ Place the paper into the tray. Be careful to slide the stack under the 2 hooks located at the bottom of the tray (A).



Caution - **Never exceed the loading limits shown on the tray, the tray is designed to hold 500 sheets of 80g/m² paper.**

Caution - **Never add paper to the tray while the machine is printing.**

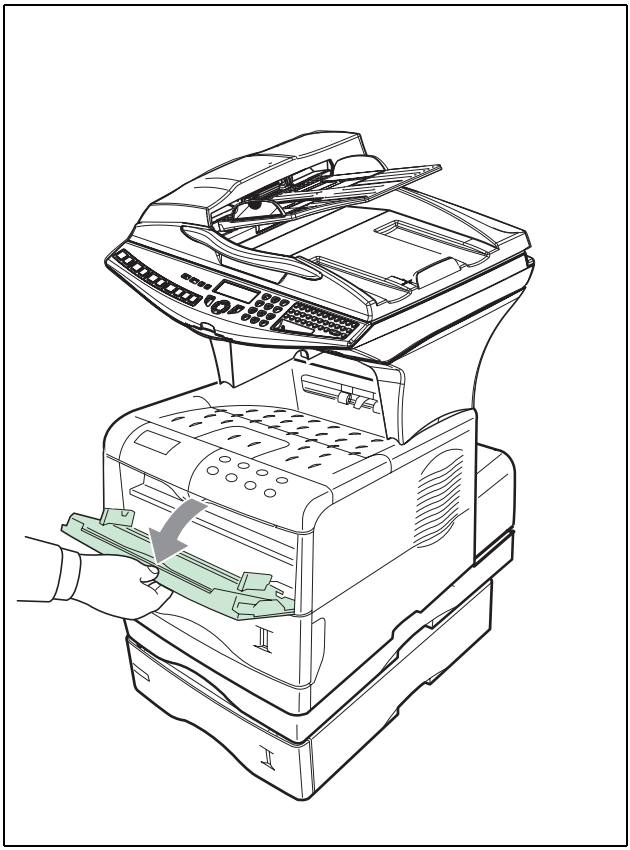
Kinds of paper which the printer will take:	
Printer paper tray	60 to 105 g/m^2
Manual feeder	60 to 200 g/m^2

☞ Close the printer paper tray back up again.

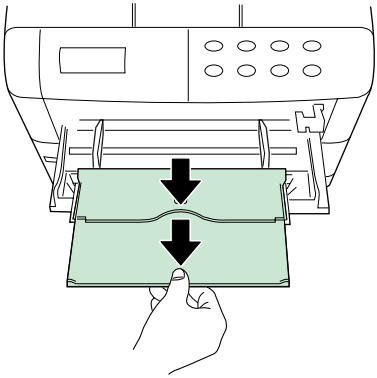
LOADING THE MULTIPURPOSE TRAY

If you are printing onto special paper such as **60** to **200** g/m^2 maximum colour paper or transparent film (laser printer-compatible), you should use the multipurpose tray which will hold up to 100 sheets of paper (A4).

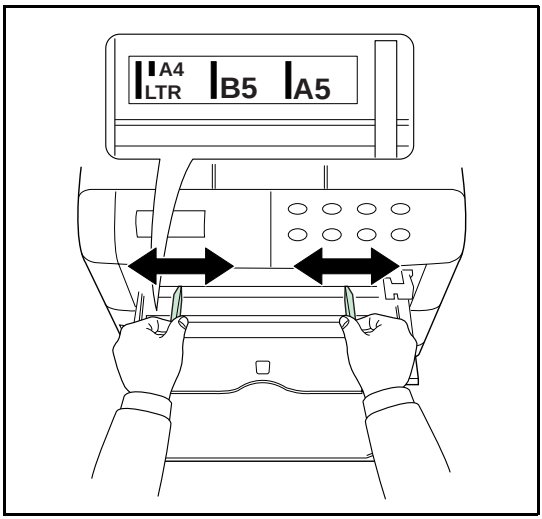
☞ Open the multipurpose tray cover.



☞ Put the paper support into place.



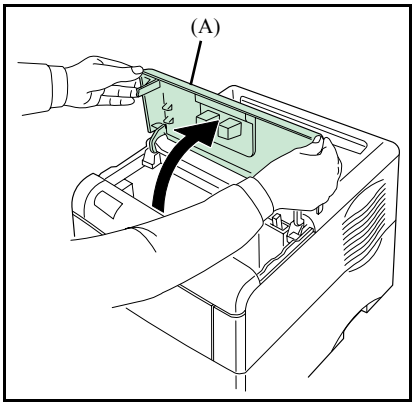
☞ Adjust the width between the guides according to the type of paper you are using.



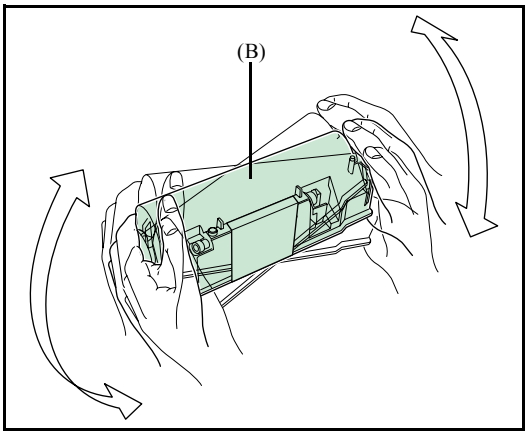
☞ Put the paper in.

INSTALLING CONSUMABLES

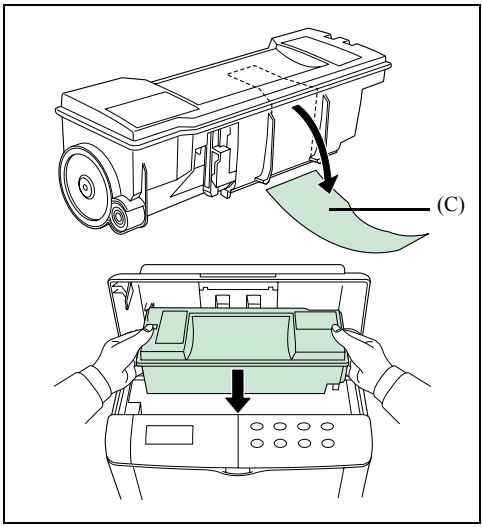
☞ Open the printer top cover (A) all the way.



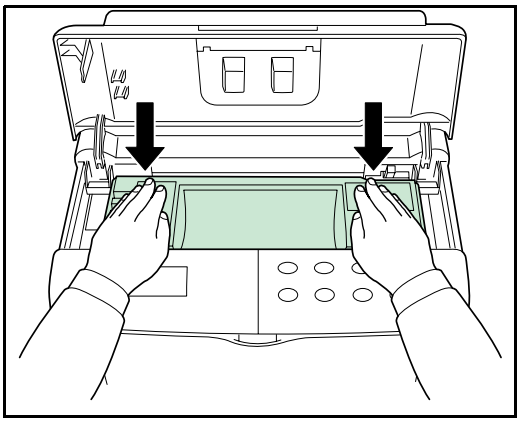
☞ With the label side down, thoroughly shake the new toner container (B) (in the direction of the arrow) ten times or more to ensure that the toner is evenly distributed inside.



☞ Carefully remove the protective seal [orange colored (C)] from the new toner container and then install the container into the printer.

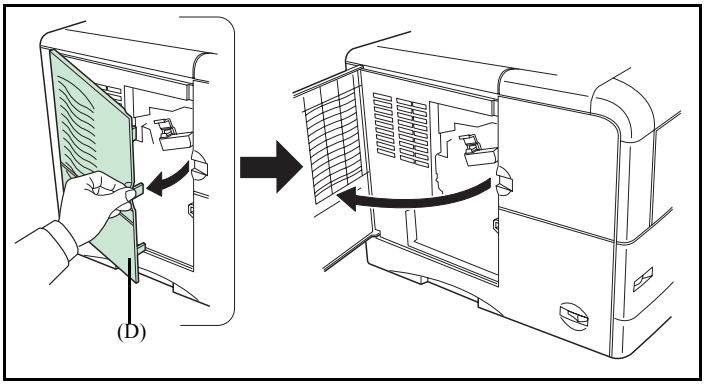


☞ Push firmly on the top of the toner container at the positions marked PUSH HERE until you hear it click into place.

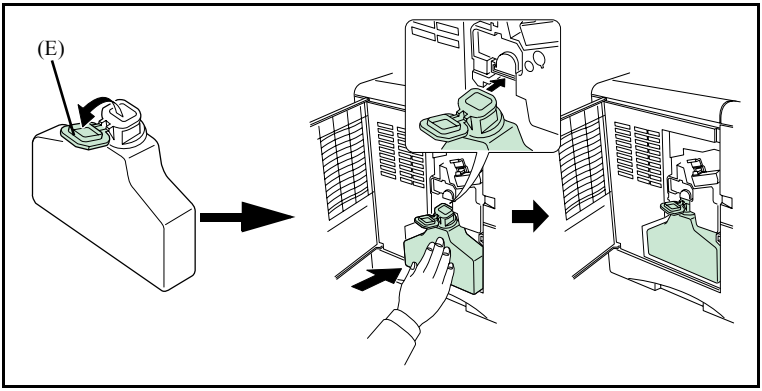


☞ Close the printer top cover.

☞ First open the left cover (D) on the left side of the printer.



☞ Open the cap of the new waste toner box (E). Insert the new waste toner box as shown in the figure. The box will be locked when it fits into place.



☞ Close the left cover.

WALL CONNECTIONS

***Caution* - Make sure that the On/Off switch is in the 0 (Off) position.**

LAN CONNECTIONS

☞ Connect the end of the LAN lead (supplied by your network administrator) into your terminal's local network socket (please see the paragraph on **Terminal connections**, page 1-15, for instructions on how to connect the scanner).

Note: the printer and the scanner may have a LAN connection. If you only have one connection, you will need a hub or a switch.

POWER LINE CONNECTION AND SWITCH ON

***Caution* - Refer to safety procedures in the chapter on Safety.**

☞ Connect the end of the terminal's scanner mains lead to the mains socket on the wall (see the paragraph on Terminal connections, on page 1-15, for instructions on how to connect the scanner).

☞ Set the printer's On/Off switch to the "I" (On) position then do the same with the scanner's switch.

After a few seconds, when the printer has warmed up, the date and time will appear. To adjust the language and time of your terminal, please see the paragraph on **Setting your machine**, page 3-1.

CONFIGURING THE PRINTER DRIVER

If you install the additional paper tray or the front/back module when the printer driver is already installed, you will need to configure the printer driver on your PC.

☞ Click on the START button, select CONTROL PANEL and then click on PRINTERS.

☞ Right click on the MFK28 icon then choose "Properties".

☞ Click on the peripheral's PROPERTIES tab.

☞ Check the boxes for the options you have installed.

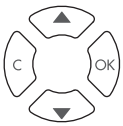
2 GETTING STARTED

NAVIGATION METHODS

PRESENTATION

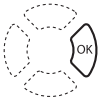
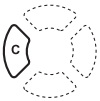
The navigator gives you access to the menus visible on screen.

The navigator



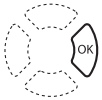
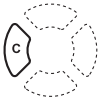
This navigator has 4 keys and allows you to move within the menus available on your machine.

Moving within the menus

Function	Use key	Symbol used
Enter the main menu or select the next line in a menu.		▼
Enter the main menu or select the previous line in a menu.		▲
Confirm entry and go to the following menu.		**OK**
Return to the previous menu.		**C**
Confirm and exit from the current menu.		◈
Exit without confirming from the current menu.		▽

Moving within a data entry field

To	Use key	Symbol used
Move to the right.		▼
Move to the left.		▲

To	Use key	Symbol used
Confirm your entry.		**OK**
Delete a character by moving the cursor to the left.		**C**
Confirm your entry and return to the initial screen.		

The display screen

The screen has two lines of 16 characters.
The cursor ▶ shows the line you selected.

```
1 ▶ DIRECTORY
2   SETUP
```

For menus with more than two choices, use the arrows ▲ or ▼ of the navigator to obtain the next (hidden) lines of the menu (3,4, etc.).

ACCESS TO FUNCTIONS

Access to functions may be achieved in two ways.

- Menu-driven access.
- Direct function access.

Menu-driven access

You can print the guide to find out the number of a function by pressing the i key or by scrolling through the menus, as indicated below.

☞ Press the ▼ key, the functions menu appear.

☞ Use the ▲ or ▼ navigator arrows to move the cursor ▶ in front of the required function.

```
3   FAX
5 ▶ PRINT
```

☞ Validate your choice by pressing **OK**.

☞ When in the selected menu, use the ▲ or ▼ navigator arrows to move the cursor ▶ in front of the required sub-function.

```
51▶ FUNCTIONS LIST
52   LOGS
```

☞ Validate your choice by pressing **OK**.

Caution - The Duplex version cannot be used to print the guide. Therefore it can only be printed on one side.

Direct access by number

You may print the functions list (▼ **51 OK**) to find out the number of a function.

From the stand-by mode:

☞ Press the ▼ key, enter the number of the required function and validate your choice by pressing **OK**.

GUIDE TO FUNCTION LIST

MAIN MENU 1: *DIRECTORY*

Fonctions	Description de la fonction	Page
11 OK - NEW CONTACT	Enter a new contact in the directory	p. 4-2
12 OK - NEW LIST	Enter a relay broadcast list	p. 4-4
13 OK - MODIFY	Modify a record or a list	p. 4-6
14 OK - CANCEL	Delete a record or a list	p. 4-6
15 OK - PRINT	Print the directory	p. 4-6
16 OK - SAVE/LOAD	Store the directory on a chip card	
161 OK *SAVE*	Save the directory to a chip card	
162 OK *LOAD*	Load the directory from a chip card	
17 OK - IMPORTATION	Enable directory importation by e-mail[A]	p. 4-7
18 OK - EXPORTATION	Export the directory by e-mail[A]	p. 4-8
19 OK - LDAP SERVER	Access to a directory server	p. 4-9
191 OK *ADRESSE IP*	address or server name	p. 4-9
192 OK *IDENTIFIER*	Connection identifier	p. 4-9
193 OK *PASSWORD*	Connection password	p. 4-9
194 OK *DN BASE*	Search database	p. 4-9
195 OK *PORT*	Connection port	p. 4-9

A.Inaccessible if Menu 91 SUPPLIER is on **WITHOUT ACCESS**

MAIN MENU 2: *SETUP*

Functions	Function description	Page
21 OK - DATE/TIME	Enter the date and the time	p. 3-2
22 OK - NUMBER / NAME	Enter your name and your number	p. 3-2
24 OK - RECEPTION	Reception settings	
241 OK *REC. PAPER*	Accept reception without paper	p. 3-4
242 OK *NBR OF COPIES*	Number of copies of received documents	p. 3-4
244 OK *DUPLEX*	Received fax printing in Recto /Verso mode	p. 3-4
245 OK *ADJUST PAGE*	Adapt the print scaling	p. 3-4
25 OK - NETWORKS	Setting networks	
252 OK *PREFIX*	Dialing prefix activation	p. 3-4
253 OK *LOCAL NETWORK*	LAN prameters settings (depending of model)	
2531 OK *CONFIGURATION*	Sélect configuration mode	p. 3-6
2532 OK *IP ADRESSE*	Fax IP address	p. 3-7
2533 OK *SUBNET MASK.*	Subnet mask	p. 3-7
2534 OK *GATEWAY*	Gateway #1 address	p. 3-7
2535 OK *IEEE ADRESSE*	Fax IEEE address	p. 3-7
2536 OK *NETBIOS 1*	NetBIOS name 1	p. 3-7
2537 OK *NETBIOS 2*	NetBIOS name 2	p. 3-7
2538 OK *SRV. WINS 1*	Address of the NetBIOS name server 1	p. 3-7
2539 OK *SRV. WINS 2*	Address of the NetBIOS name server 2	p. 3-8
254 OK *DOM LOGIN*	Domain login parameters for the Scan to Disk function	p. 3-8
2541 OK *USER*	User name for login on the local network	p. 3-8
2542 OK *PASSWORD*	Password for login on the local network	p. 3-8
2543 OK *DOM. NAME*	Domain name of the local network	p. 3-8

MAIN MENU 2: ***SETUP***

Functions	Function description	Page
29 OK - TECHNICALS	Technicals parameters	p. 3-5
20 OK - GEOGRAPHICAL	Geographical settings	p. 3-2
203 OK *LANGUAGE*	Choice of language	p. 3-2

MAIN MENU 3: ***FAX***

Functions	Function description	Page
38 OK - FAX ANSW.	Control of fax answering machine	p. 3-3
39 OK - REROUTING	Rerouting of received messages	p. 5-4
391 OK *ACTIVATION*	Rerouting activation	p. 5-4
392 OK *DESTINATION*	Choice your destination	p. 5-4
393 OK *COPY*	Printing activation of rerouting fax	p. 5-4

MAIN MENU 5: ***PRINT***

Functions	Function description	Page
51 OK - FUNCTIONS LIST	Function list printing	p. 5-15
52 OK - LOGS	Print TX and RX logs	p. 5-15
53 OK - DIRECTORY	Print the directory	p. 4-6
54 OK - SETUP	User parameters printing	p. 5-16
55 OK - COMMANDS	Commands list printing (see **65 OK**)	

MAIN MENU 6: ***COMMANDS***

Functions	Function description	Page
61 OK - PERFORM	Perform a command	p. 5-9
62 OK - MODIFY	Update of command	p. 5-9
63 OK - CANCEL	Delete a command	p. 5-9
64 OK - PRINT	Printing of a document in wait queue	p. 5-10
65 OK - PRINT LIST	Printing of the command list	p. 5-10

MAIN MENU 8: ***ADVANCED FCT***

Functions	Function description	Page
80 OK - CALIBRATION	Scanner calibration	p. 7-11
81 OK - LOCK	Activate an access limitation lock	p. 5-17
811 OK *LOCKING CODE*	Locking code	p. 5-17
812 OK *LOCK KEYBD.*	Activate keyboard lock	p. 5-17
813 OK *LOCK NUMBER*	Activate dialling lock	p. 5-17
814 OK *LOCK PARAMETERS*	Activate Internet settings lock	p. 5-18
82 OK - COUNTERS	See the activity counters	p. 5-16
821 OK *SENT PAGES*	Printed pages counter	p. 5-16
822 OK *RECEIVED PG*	Local copies counter	p. 5-16
823 OK *SCANNED PAGE*	Sent pages counter	p. 5-16
824 OK *DUPLEX SCAN*	Received pages counter	p. 5-16
825 OK *PRINTED PG*	Printed pages counter	p. 5-16
83 OK - FAX SERVER	Fax server settings[A]	p. 3-10
831 OK *CONNECT TYPE*	Connection type choice	p. 3-10
833 OK *LOCK*	Defining and activating an access limiting lock	p. 3-11

MAIN MENU 8: *ADVANCED FCT*

Functions		Function description	Page
834 OK	*FAX-SERVER NAME*	Fax server name	p. 3-11
835 OK	*IP ADRESS*	Fax server IP adress	p. 3-11
836 OK	*DOMAIN NAME*	Fax server domain name	p. 3-11
84 OK	- COPY	CIS scanner settings	p. 5-13
841 OK	*RESOLUTION*	Resolution type choice	p. 5-13
842 OK	*ZOOMING*	Zoom setting	p. 5-13
843 OK	*ASSEMBLED*	Assembled or not copy choice	p. 5-13
844 OK	*ORIGIN*	Origin setting	p. 5-13
845 OK	*CONTRAST*	Contrast setting	p. 5-13
846 OK	*LUMINOSITY*	Luminosity setting	p. 5-14
847 OK	*BINDING*	Binding type choice	p. 5-14
85 OK	- SCAN. & PRINT	Réglages imprimante	p. 5-14
851 OK	*PAPER*	Type of paper choice	p. 5-14
852 OK	*PAPER TRAY*	Paper tray choice	p. 5-14
853 OK	*PAPER SAVE*	Paper save activation mode	p. 5-14
854 OK	*S.F MARGINS*	Set margins	p. 5-14
855 OK	*FLATBED MARG*	Sheet-feed scanner margins setting	p. 5-15
86 OK	- CONSUMABLES	Consumables status	p. 7-2

A. Depending on option

MAIN MENU 9: *INTERNET*

Functions		Function description	Page
91 OK	- SUPPLIER	Choix du fournisseur d'accès	p. 3-18
92 OK	- INIT. ETHERNET	Initialisationof your Provider[A]	p. 3-12
921 OK	*MESS. SERV*		p. 3-12
9211 OK	*IDENTIFIER*	Message service identifier	
9212 OK	*PASSWORD*	Message service password	
9213 OK	*E-MAIL ADR*	Message service E-Mail address	
922 OK	*SERVERS*	SMTP, POP3 and DNS parameters	p. 3-13
9221 OK	*SMTP*	SMTP server	
9232 OK	*POP3*	POP3 server	
9233 OK	*DNS 1*	Primary DNS	
9224 OK	*DNS 2*	Primary DNS	
923 OK	*SMTPAUTHENT.*	SMTP authentification access parameters	p. 3-13
9231 OK	*ACTIVATION*	SMTP authentification activation	
93 OK	- IMMED ACCES	Immediat access to ISP[A]	p. 3-18
94 OK	- SETTINGS	Internet settins[A]	
941 OK	*CONNEC. TYPE*	Select connection type	p. 3-15
942 OK	*SEND TYPE*	Select transmission type	p. 3-15
943 OK	*PERIOD*	Select the period of connection	p. 3-15
944 OK	*DEPOSIT NOTI*	Select to print a deposit notice	p. 3-16
945 OK	*E-MAIL ADDR*	Choose the address to which an e-mail will be sent	p. 3-16
946 OK	*PRINT*	Print Internet settings	p. 3-16
95 OK	- E-MAIL	Send an E-Mail[A]	p. 5-6
96 OK	- TRI MAILS	Select the reception type[A]	p. 3-16

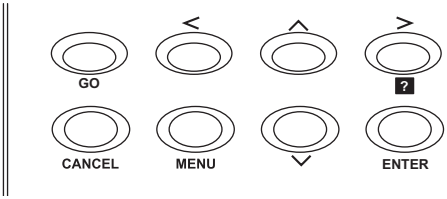
A.These menus will appear only with valid ISPN setting

PRINT CONSOLE NAVIGATION BASICS

NAVIGATING THE MENUS

Control panel keys

The keys on the console are used to configure the printer. Some keys also have secondary functions.



Note: Any settings made using these keys affect only the current interface.

Key	Function
	• Connects and disconnects the printer. • Prints and then ejects a page. • Cancels specific errors.
	• Cancels a print job. • Reinitialises the numerical values or cancels a configuration procedure. • Stops the alarm sound triggered by an error.
	• If you press this key during mode selection: the configuration ends and the printer returns to Ready. • Selects the emulation, font and character encoding, in order to read a CompactFlash card, etc.
	Used to access a section or to enter numerical values. The > and < keys are used to access or exit a subsection in some of the control procedures.
	Used to access a section or to enter numerical values. The > and < keys are used to access or exit a subsection in some of the control procedures.
	Used in the same way as the < key in the mode selection function.

Key	Function
	• Used in the same way as the > key in the mode selection function. • Displays on-line help messages on the screen when there is a paper jam: If you press this key when the printer is Ready : it displays explanations about the on-line help messages. If you press this key when the on-line help is displayed: the on-line help is cancelled.
	Confirms the numerical values and other selections.

ACCESS TO FUNCTIONS

This section explains how to use the menu selection system. The **MENU** key on the operator console allows you to use the menu to configure or adapt the printer environment, making settings such as the number of copies to be made, the emulation, etc. depending on your own specific needs. You can make these settings when the printer screen shows Ready.

Note: The printer applies the most recent settings sent from the application software or from the printer driver, and these always take priority over any settings made from the operator console.

To navigate vertically within the functions, use the ∧ and ∨ keys (access the menu shown by repeatedly pressing one of the keys).

To navigate horizontally within the functions, use the > and < keys. To change or confirm the configuration of a component, press the **ENTER** key.

Printing out the menu guide

The list of menus may vary according to which options you have installed.

You can print out the print menu guide by moving within the menus as shown below.

MENU - ∨ - PRINT MENU STRUCTURE

☞ Press ENTER, a blinking "?" appears.

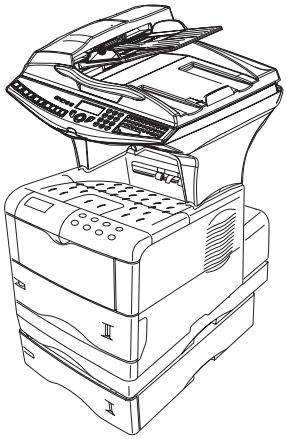
☞ Press ENTER again to start printing.

GUIDE TO FUNCTIONS

Functions	Description of the function	Page
- PRINT MENU MAP	Print out the menu guide	p. 2-10
- PRINT STATUS PAGE	Print out the printer configuration	p. 6-4
- INTERFACE		p. 6-16
PARALLEL	Parallel interface configuration	
USB	USB interface configuration	p. 6-16
OPTIONAL	Network interface configuration	p. 6-16
NETWARE	Turn this menu on if you are using the Netware protocol	
TCP/IP	Turn this menu on if you are using the TCP/IP protocol	
ETHERTALK	Turn this menu on if you are networking with a Macintosh	
OPT. STATUSPAGE	When this menu is turned on, the network configuration page is printed out at the same time as the printer status page.	
- EMULATION	Select emulation type	p. 6-11
- FONT		p. 6-13
FONT SELECT	Select font	
CODE SET	Select character encoding	
LIST OF INTERNAL FONTS	List of available fonts	
- PAGE SET		
COPIES	Set the number of copies to be made	p. 6-14
ORIENTATION	Choose the paper orientation	p. 6-14
LF ACTION	Action following a line break	p. 6-17
CR ACTION	Action following a carriage return	p. 6-18
WIDE A4	Optimise the number of characters per line	p. 6-18
- PRINT QUALITY	Sets the print quality	
KIR MODE	Image antialiasing mode	p. 6-15
DRAFT MODE	Draft mode	p. 6-16
RESOLUTION	Choose resolution type	p. 6-16
PRINT DENSITY	Choose print density	p. 6-18
- OPT. ROM		
- RAM DISK :ODE		
- MEMORY CARD		
- PAPER HANDLING		
MP TRAY MODE	Multipurpose tray operating mode	p. 6-10
MP TRAY SIZE	Choose the paper format in the multipurpose tray	p. 6-7
MP TRAY TYPE	Choose the paper type in the multipurpose tray	p. 6-10
CASSETTE 1 TYPE	Choose the paper type in tray 1	p. 6-8
CASSETTE 2 TYPE	Choose the paper type in tray 2 (depending on option)	p. 6-8
FEED SELECT	Choose the source tray	p. 6-10
DUPLEX MODE	Switch front/back mode on	
STACK SELECT		
OVERRIDE A4/LT	Force the printing of letter documents in A4 format	p. 6-11
TYPE ADJUST		
PAPER WEIGHT	Choose the paper weight	p. 6-9

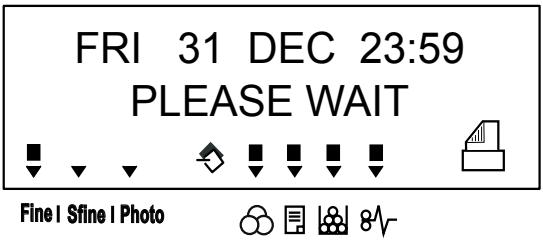
Functions	Description of the function	Page
DUPLEX PATH		
RESET TYPE		
- LIFE COUNTERS	Number of pages printed counter	p. 6-18
- OTHERS		
MSG LANGUAGE	Choose the language in which messages will be displayed	p. 6-18
FORM FEED	Set the time before printing out an incomplete page.	p. 6-19
SLEEP TIMER	Set the time before entering standby mode	p. 6-19
SLEEP MODE	Switch the standby mode on	p. 6-19
PRINT		
PRINTER RESET	Reinitialise the settings to their default values	p. 6-19
RESOURCE PROT.	Save downloaded PCL6 parameters	p. 6-19
BUZZER	Turn the error alarm on or off	p. 6-20
AUTO CONTINUE	Continue printing after error	p. 6-20
AUTO CONTINUE TIMER	Waiting time before continuing	p. 6-20
FINISHING	Manage front/back errors	p. 6-21
DUPLEX		
SERVICE		p. 6-21
PRINT	Print out the status page or log	
DEVELOPER		
DRUM-CTRL		
DRUM		

3 SETTING YOUR MACHINE



MAIN SETTINGS

At machine powerup, the screen displays:



You have to set the date and time, language parameter and verify the other parameters listed below.

BEFORE TRANSMISSION

Date/Time

At any moment you may change the date and time on your fax machine.

To change the date and time:

▼ 21 OK - SETUP / DATE/TIME

☞ Enter the numbers of the required time and date one after another,
(for example **November 8 2004** at **9h33**, press 0 8 1 1 0 4 0 9 3 3) and press **OK** to confirm.

Your terminal number/your name

Your fax will print out your fax number on each document it transmits if you save this number and if the machine is set to **SENDING HEADER** (please see the paragraph on **Technical parameters**, page 3-5).

To save your fax number and your name:

▼ 22 OK - SETUP / NUMBER / NAME

☞ The number field appears and press **OK** to confirm.

☞ Enter your name (20 characters max) then press **OK** to confirm.

Geographical settings

Language

This setting enables you to choose a language other than that imposed by the COUNTRY setting.

To select the language:

▼ 203 OK - SETUP / GEOGRAPHICAL / LANGUAGE

☞ Select the required option and press the **OK** key to confirm.

Local prefix

The prefix is to define when your terminal is localized on a local area network and that you send documents via a compatible fax server.

Programming your fax with the local prefix consists of two steps:

- defining the **minimal size** (or equal) of the company's outside numbers,
- defining the outgoing **local prefix** of the network. This prefix will automatically be added as soon as an external number is dialled.

Caution - If you define a local prefix, do not add it to the numbers stored in the directory, it will be automatically dialled with each number.

Defining the minimal size and the local prefix

▼ 252 OK - SETUP / NETWORKS / PREFIX

☞ You can change the default value for the minimal size of the company's outside numbers and validate with **OK**. The minimal size will range between 1 and 30.

☞ Enter the outgoing local prefix of the company's telephone network (maximum 5 characters) and validate with **OK**.

BEFORE RECEPTION

Fax answering machine

The Fax answering machine allows you to keep confidential documents in storage and to avoid printing them as you receive them.

The "Fax Messages" indicator light lets you know the state of your Fax answering machine:

- Light on: the answering machine is on.
- Blinking: your fax has documents in storage or is in the process of receiving faxes.
- Light off: memory full, the terminal cannot receive any more documents.

You can assure document confidentiality by using the 4 digit **access code**. Once saved, you will require this access code for:

- **printing** fax messages in memory,
- **activate or deactivate** the fax answering machine.

Saving an access code

▼ 383 OK - FAX / FAX ANSW. / ANSWER CODE

☞ Enter the code (4 digits) and confirm with **OK**.

Activating or deactivating the answering machine

▼ 382 OK - FAX / FAX ANSW. / ACTIVATION

☞ If you saved an access code for your fax answering machine, enter it and validate with **OK**.

☞ Select the required option **WITH** or **WITHOUT** answering machine and confirm you choice with **OK**.

Print fax messages stored in the memory

▼ 381 OK - FAX / FAX ANSW. / PRINT

☞ If you have defined an access code for your fax answering machine, enter it and press **OK**.

Documents received and stored in the memory are printed.

Reception without paper

Your fax offers you the possibility to either accept or refuse document reception if your printer is unavailable (no paper...).

If your fax printer is unavailable, you may choose between two modes of reception:

- reception mode **WITHOUT PAPER**, your fax saves the incoming messages in the memory,
- reception mode **WITH PAPER**, your fax refuses all incoming subscribers.

To select the reception mode:

▼ 241 OK - SETUP / RECEPTION / REC. PAPER

☞ Select the option **WITH PAPER** or **WITHOUT PAPER** and confirm your choice with **OK**.

Remark : Paper out is indicated by a beep and a message on the screen.
Received faxes are then stored in memory (icon "Fax messages" flashing) to be printed as soon as you add paper into the feeder.

Number of copies

You may print incoming documents more than once (1 to 99).

To set the number of each document received:

▼ 242 OK - SETUP / RECEPTION / NBR OF COPIES

☞ Enter the wanted number of copies and confirm with **OK**.

At each document reception, your fax will print the number of copies requested.

Duplex printing

This function is only available if you have previously installed the duplex module and the additional paper tray at the back of your terminal.

After installing the Duplex module at the back of your multi-function terminal, you can print faxes received in two ways:

- **SINGLE SIDED**
- **DOUBLE SIDED**

All faxes received are printed according to the mode selected from the menu, no matter how the duplex key is set.

☞ To select the fax print mode :

▼ 244 OK - SETUP / RECEPTION / DUPLEX

☞ Select the required option **SINGLE SIDED** or **DOUBLE SIDED** and validate your choice with the **OK** key.

Adjust to page

This option allows you to print out documents automatically adjusting them to the page format.

To turn adjust to page mode on:

▼ 245 OK - SETUP / RECEPTION / ADJUST PAGE

☞ Select the **WITH** option and confirm your choice using the **OK** key.

TECHNICAL PARAMETERS

As delivered your fax is preset by default. However, you may adjust it to meet your requirements by resetting the technical parameters.

To set the technical parameters:

▼29 OK - SETUP / TECHNICALS

☞ Select the desired parameter and confirm with **OK**.

☞ With the keys ▲ or ▼, modify the parameter settings by following the table below and press **OK**.

Parameter	Setting	Signification
1 - SCANNING MODE	**1 - NORMAL** **2 - FINE** **3 - SFINE** **4 - PHOTO**	Default value of the scan mode resolution for the documents to be transmitted.
8 - ECO ENERGY	**1 - WITHOUT** **2 - DELAY 5 MIN** **3 - DELAY 15 MIN** **4 - DELAY 30 MIN** **5 - DELAY 60 MIN**	Choosing the printer standby delay: the printer will switch to standby after a delay (in minutes) of NON-operation or during the period of time of your choice.
10 - RX HEADER	**1 - WITH** **2 - WITHOUT**	If this parameter is on, all documents received by your fax will include the subscriber's header with his name, number (if available) fax print date and the page number.
70 - NET VALID	**06:01 TO 21:59**	This parameter lets you modify the period when the fax connects automatically to the Internet. This menu is available only if the connection type is set to **PERIODIC** (**▼ 941**).
74 - ERASE MAILBOX	**1 - WITH**	When the fax machine receives an e-mail with an attachment and cannot open it, it erases the message from the ISP MBX, prints and transmits with a notice of uncomprehension to the message sender.
	2 - WHITHOUT	At E-mail reception, the fax does not destroy the MBX message, it prints a **notice of uncomprehension** asking you to recuperate this message with your computer equipment. This parameter is useful only if you have PC equipment. The memory capacity is limited, you need to empty your MBX or else new messages may not be received.
76 - ATTACHMENT FORMAT	**1 - IMAGE** **2 - PDF**	Default format of document sent on the Internet : PDF : monochrome or colour IMAGE : monochrome (TIFF) or colour (JPEG)

Parameter	Setting	Signification
77 - LAN SPEED	**AUTO** **100 FULL** **100 HALF** **10 FULL** **10 HALF**	To define the communication speed of the peripheral units in relation to the implemented Local Area Network (LAN).
80 - TONER SAVE	**1 - WITH** **2 - WHITHOUT**	Makes printing lighter to save toner cartridge ink

LOCAL AREA NETWORK SETTINGS

Your terminal is a new generation machine that will be part of your local network just like a PC. Its built-in local network access card will enable you to send documents through an SMTP/POP3 local message server (internally or externally, depending on the settings of your message server).

To benefit from all the available network options, you should make the following settings, described in the sections below:

- local network settings, to introduce your fax machine into your local network.
- message service settings, for all your faxes and E-mails to be automatically managed by your message server.

Caution - Although rather simple, network settings sometimes require a sound knowledge of your own computer configuration. If that is administrated by anyone in your company, we recommend you ask that person for the settings described below.

LOCAL NETWORK SETTINGS

Automatic configuration

We recommend that you carry out a manual configuration of your terminal. The automatic configuration of the local network settings may be considered, if your local network features a DHCP or BOOTP server that can dynamically assign addresses to the peripheral devices present on the LAN.

To automatically configure the local network settings:

▼ **2531 OK** - **SETUP** / **NETWORKS** / **LOCAL NETWORK** / **CONFIGURATION**

☞ Choose **AUTOMATIC** and press **OK** to confirm. The terminal scans the local network for a DHCP or BOOTP server that can assign it its settings dynamically (the message **SELF-CONF** is displayed).

☞ Once the message **SELF-CONF** has disappeared, check for the IP Address, Sub-network mask and Gateway address. If these are missing, you should carry out a manual configuration (see below).

Manual configuration

To configure your terminal manually, you should obtain the usual information used to set a peripheral device (IP address, sub-network mask, network and gateway address).

To configure the local network setting manually:

▼ 2531 OK - SETUP / NETWORKS / LOCAL NETWORK / CONFIGURATION

☞ Choose **MANUAL** and press **OK** to confirm.

IP address

▼ 2532 OK - SETUP / NETWORKS / LOCAL NETWORK / IP ADRESSE

☞ Enter the IP address of your terminal and press **OK** to confirm.

Sub-network mask

▼ 2533 OK - SETUP / NETWORKS / LOCAL NETWORK / SUBNET MASK.

☞ Enter the sub-network mask of your terminal and press **OK** to confirm.

Gateway address

▼ 2534 OK - SETUP / NETWORKS / LOCAL NETWORK / GATEWAY

☞ Enter the IP address of the network gateway and press **OK** to confirm.

IEEE address (or Ethernet address) or MAC address

▼ 2535 OK - SETUP / NETWORKS / LOCAL NETWORK / IEEE ADRESSE

The Ethernet card of your terminal already has an unmodifiable, yet consultable, IEEE address.

NetBIOS

The NetBIOS name, which can be used with the network options, are used to identify your terminal machine from a PC connected to a local network (for instance with the name "IMP-NETWORK-1"

▼ 2536 OK - SETUP / NETWORKS / LOCAL NETWORK / NETBIOS 1

▼ 2537 OK - SETUP / NETWORKS / LOCAL NETWORK / NETBIOS 2

☞ Enter the selected name (15 characters max) and press **OK** to confirm.

The WINS1 and WINS2 servers, used with the network options, allow access to terminals on other sub-networks by means of their NetBIOS name.

These two addresses must be filled in for the Scan To Disk function.

▼ 2538 OK - SETUP / NETWORKS / LOCAL NETWORK / SRV. WINS 1

▼ 2539 OK - SETUP / NETWORKS / LOCAL NETWORK / SRV. WINS 2

Enter the IP address of each server, then validate with **OK**.

Remark : If the terminal is set up in Automatic configuration mode (▼ 2531), these addresses can be filled in automatically by certain DHCP servers.

Case of connection to a domain (for instance with Windows NT, 2000 or XP)

The terminal can identify itself on the local network by using the parameters of a user account, before it can, among others, archive documents by means of the Scan to Disk function.

Once these parameters have been filled in, they will be used by default, if you do not declare a user name and password when using the function.

Login user name

▼ 2541 OK - SETUP / NETWORKS / DOM LOGIN / USER

Enter the user name for login on the local network, then validate with **OK**.

Login password

▼ 2542 OK - SETUP / NETWORKS / DOM LOGIN / PASSWORD

Enter the password for login on the local network, then validate with **OK**.

Nom de domaine

▼ 2543 OK - SETUP / NETWORKS / DOM LOGIN / DOM. NAME

☞ Enter the domain name of the local network, then validate with **OK**.

PRINT FUNCTION SETTINGS

The printer can be connected to the local network as it has its own IP address.

Updating network settings

The print console allows you to:

- turn TCP/IP, NetWare and EtherTalk on or off
- turn DHCP on or off
- enter the IP address, the subnet mask address and the default gateway address.

To check or change the network card settings:

☞ Press the MENU key.

☞ Repeatedly press the ^ or v keys until INTERFACE appears.
One of the interface names below appears, showing that it is the current interface.

- PARALLEL (default setting)
- USB
- Optional (when the network card is installed)

☞ Press ENTER, a blinking "?" appears.

☞ Repeatedly press the keys ^ or v until OPTIONAL appears.
Press ENTER.

☞ Press the > key.

☞ This example shows how to switch the TCP/IP protocol on to connect the terminal to the network. You can switch Netware or EtherTalk on in the same way.
If TCP/IP is OFF. Press ENTER, a blinking "?" appears. Select ON using the ^ or v keys. Press ENTER again.

Automatically configuring IP settings

You can make these settings when the TCP/IP protocol is on. We recommend that you manually configure your terminal. However, local network settings can be automatically configured if you have a DHCP or BOOTP server on your local network which can dynamically distribute addresses to peripherals on the LAN.

To automatically configure network local settings:

MENU - v - INTERFACE > - v - TCP/IP > DHCP

☞ Press ENTER, a blinking "?" appears.

☞ Select ON using the ^ or v, then press ENTER.

☞ Press the MENU key.
Switch your terminal off and then back on again. You have now finished configuring the IP address

Manually configuring IP settings

You can make these settings when the TCP/IP protocol is on.

To configure your terminal manually, you will need the usual information for setting up a peripheral (IP address, subnet mask and gateway address).

To manually configure network local settings:

MENU - v - INTERFACE > - v - TCP/IP > DHCP

☞ Check that DHCP is set to OFF. If not press ENTER, then select OFF with the ^ or v. keys Press ENTER.

☞ Press v.

☞ Press ENTER to enter the IP address. A cursor (_) starts to flash in the right-hand segment (3 figures). Press the ^ key to increment the value and the v key to decrement it. Once you have set the value for the right-hand segment, press the < key to place the cursor in the next segment. Again, press the ^ key to increment the value and the v key to decrement it. Proceed in the same way for all of the segments. Press ENTER once all the segments have been set up.

☞ Press v.

☞ Enter the subnet mask address in the same way as for the IP address.

☞ Press v.

☞ Enter the gateway's IP address in the same way as for the IP address.

☞ Press the MENU key.
Switch your terminal off and then back on again. You have now finished configuring the IP address.

Remark : Other print-related settings are described in the Print Functions chapter.

REMOTE CONFIGURATION

You can configure the same settings either remotely or locally.

System requirements

To remotely configure your machine you will need:

- a Web browser (preferably Internet Explorer version 4),
- to make the Local Network settings for your machine (IP address, subnet mask, etc.). You should ask your network administrator for these settings. Once you have this information, please see the paragraph on **Local network settings**, page 3-6 on how to fill out the necessary fields.

Accessing the Web Server

☞ Open a Web browser from a PC registered on the network.

☞ Enter the IP address of the terminal you want to configure in the Address field.

☞ Confirm by pressing ENTER.

☞ The welcome window is displayed, choose the interface language.

☞ Change the settings of your choice on the screen then confirm.

FAX SERVER (DEPENDING ON OPTION)

You can send telecopies to a fax machine which is compatible with your terminal. This type of emission is only possible if a fax server is installed on your LAN network, and if the "Fax Server" function is activated on your terminal (menu 83).

Access to Connexion Type

▾ 831 OK - ADVANCED FCT / FAX SERVER / CONNECT TYPE

☞ Select one of the following connection option: **DISABLE**, **EMAIL** or **DIRECT** then validate by pressing the **OK** key.

Locking Fax Server Parameters

This function allows you to lock the fax server access.

▼ 833 OK - ADVANCED FCT / FAX SERVER / LOCK

Entering the access locking code

▼ 8331 OK - ADVANCED FCT / FAX SERVER / LOCK / LOCKING CODE

☞ Enter your previous four-digit interlock code on the keypad and validate by pressing the **OK** key.

☞ Enter the new four-digit interlock code and validate by pressing the **OK** key.

☞ Confirm the new four-digit interlock code and validate by pressing the **OK** key.

Activate the access locking

▼ 8332 OK - ADVANCED FCT / FAX SERVER / LOCK / VER. ACCES

☞ Enter your interlock code and validate by pressing the **OK** key.

☞ Using the ▲ or ▼ keys of the navigator, choose the **WITH** option.

☞ Validate by pressing the **OK** key.

Setting the Fax Server Name

▼ 834 OK - ADVANCED FCT / FAX SERVER / FAX-SERVER NAME

☞ Enter the name of the fax server.

☞ Validate by pressing the **OK** key.

Setting the Fax Server IP adress

▼ 835 OK - ADVANCED FCT / FAX SERVER / IP ADRESS

☞ Enter the IP adress of the fax server.

☞ Validate by pressing the **OK** key.

Setting the Fax Server Domain Name

▼ 836 OK - ADVANCED FCT / FAX SERVER / DOMAIN NAME

☞ Enter the Domain Name of the fax server.

☞ Validate by pressing the **OK** key.

MESSAGE SERVICE AND THE INTERNET

Your terminal lets you send and receive documents and E-mails from subscribers throughout the world over the Internet.
An E-mail is an electronic message sent over the Internet, to an E-mail address (which is a personal Internet mailbox).
Access to the Internet is possible thanks to the local network settings.

Before worldwide transmission, you must:

- check that all **initialisation parameters correspond** to those provided by the network administrator,
- perform the proper **settings**, if needed, for the Internet connection.

You may then **connect** yourself to the Internet **to send and receive** fax-Internet or E-mails. Both operations will be performed during a connection.

INITIALISATION PARAMETERS

You must **define** or, **at least check** all parameters needed to identify yourself with the local network. Your network administrator will provide you with these parameters.

The parameters are divided in 3 categories:

- **message service**, allows you to define the message service identifier, the message service password and the E-Mail address,
- **servers**, allows you to identify the name of the OP address of Internet SMTP providers (send) and POP3 (MBX reception) and the address of DNS 1 and DNS 2 servers. The server address is made up of 4 groups of 3 digits maximum, separated by dots.
- **SMTP Authentification**, used to activate the authentification protocol when the SMTP server used requests this to end e-mails.

Access to connection and message service parameters

▼91 OK - INTERNET / SUPPLIER

☞ Select **LOCAL NETWORK** to show the connection parameters and validate by pressing the **OK** key.
Choosing **NO ACCESS** disables access to Internet functions **OK**.

▼921 OK - INTERNET / INIT. ETHERNET / MESS. SERV

☞ Enter Email **IDENTIFIER**, press **OK**.

☞ Enter Email **PASSWORD**, press **OK**.

☞ Enter **E-MAIL ADR**, press **OK**.

Access to servers parameters

▼922 OK - INTERNET / INIT. ETHERNET / SERVERS

☞ Enter **SMTP**, press **OK**.

☞ Enter **POP3**, press **OK**.

☞ Enter **DNS 1** (primary), press **OK**.

Access to the authentification SMTP parameters

▼923 OK - INTERNET / INIT. ETHERNET / SMTPAUTHENT.

In the **ACTIVATION** menu, select **WITH** to activate **SMTP** authentification then validate with **OK** key.

In the **PARAMETERS** menu, select **ID.MESS.SERV** to keep the same identification parameters as in the messaging service or **AUTHENT. SPEC.** to define other identification parameters, then validate with Access to SMTP authentification parameters by pressing **OK** key. When you select **AUTHENT. SPEC**, carry out the two following operations

☞ Enter the **IDENTIFIER** then validate with **OK** key.

☞ Enter the **PASSWORD** then validate with **OK** key.

Sample local network settings for the terminal

Your access provider should give you the following information:

CONNECTION IDENTIFIER:	demo jt12
CONNECTION PASSWORD:	*****
E-MAIL ADDRESS:	demo2@company.com
SERVER:	
SMTP	mail.company.com
POP	mail.company.com
DNS 1	103.195.014.001
DNS 2	103.195.014.002

Non-functional data given by way of example.

You should then complete the following MENUS on your fax machine:

91	SUPPLIER	LOAL NETWORK

MESS. SERV

9211	EMAIL ID	demo jt 12
9212	EMAIL PASSWORD	*****
9213	E-MAIL ADR	demo2@gofornet.com

SERVERS

9221	SMTP	mail.gofornet.com
9222	POP3	mail.gofornet.com
9223	DNS 1	103.195.014.001
9224	DNS 2	103.195.014.002

SMTP AUTHENT.

9231	ACTIVATION	WITHOUT

Your terminal is now configured.

SETTINGS

The settings are divided into several categories:

- the **standard settings** define the connection type and frequency to the Internet as well as the transmission type for your documents,
- the **E-mail sorting** defines treatment for all stored E-mail messages received.

Standard settings

Your machine has two types of settings that let you define:

- **The type and frequency of the connection** to your ISP.

SET TIMES	an Internet connection is established every day at 9:00 am, 12:30 am and 5:00 pm[A]
PERIODIC	an Internet connection is established every 3 hours[1]. (default value)
ON DEMAND	an Internet connection is established at your request by **IMMED. ACCESS** (please see the paragraph on **Network Connection**, page 3-17)

A. To avoid Internet access saturation, the automatic connection will occur in reality 12 minutes, give or take, around the requested time.

- **Type of transmission** over the Internet.

IMMEDIATE	document transmission will occur immediately at each transmission request
DURING CONNECTIONS	transmissions will only occur at programmed connections **SET TIMES** or **PERIODIC TYPE**

At any moment you may **print** the settings of your machine to know their status.

Selecting the connection type

▼ 941 OK - INTERNET / SETTINGS / CONNEC. TYPE

☞ Select one of the connection options among **SET TIMES**, **PERIODIC** or **ON DEMAND** and press **OK** to confirm.

Selecting the transmission type

▼ 942 OK - INTERNET / SETTINGS / SEND TYPE

☞ Select one of the send options **IMMEDIATE** or **DURING CNX** then press **OK** to validate.

Changing the connection period (PERIODIC type)

▼ 943 OK - INTERNET / SETTINGS / PERIOD

☞ With the **PERIODIC** mode, enter the new connection period by means of the numerical keypad (between 00:01 am and 11:59 pm) and press **OK** to confirm.

An Internet connection will be established every three hours (default value).

Changing the connection hours (PUNCTUAL type)

▼ 943 OK - INTERNET / SETTINGS / PERIOD

☞ With the **PUNCTUAL** mode, use the ▲ or ▼ navigator arrows to position the cursor under the digit that needs to be changed. Enter the new hour(s) period by means of the numerical keypad (between 00:01 am and 11:59 pm) and press **OK** to confirm.

Selecting the print mode for the deposit notice

▼ 944 OK - INTERNET / SETTINGS / DEPOSIT NOTI

☞ Select one of the deposit notice options **WITH, WITHOUT, ALWAYS** or **ON ERROR** and press **OK** to confirm.

Choosing the address to which an e-mail will be sent

▼ 945 OK - INTERNET / SETTINGS / E-MAIL ADDR

ENTER THE E-MAIL ADDRESS THEN CONFIRM USING THE **OK** KEY.

Printing the Internet settings

▼ 946 OK - INTERNET / SETTINGS / PRINT

The Internet settings are printed.
These settings may also be printed together with all the other settings of your machine (please see the paragraph on **Printing the machine settings**, page 5-16).

Mail sorting

This function lets you choose the mode for all Internet documents stored in your mail box.
You have three choices:

- **F@X ONLY**, lets you poll and print E-Mails in your machine.
- **PC ONLY**, lets you keep your E-Mails in you mailbox for later use with a computer (no E-Mail poll),
- **SHARE PC** lets you:
  - if your PC and fax have two different addresses, transfer all mails or only those with attachments to a PC,
  - if your PC and fax share the same address, use the fax as a printer for E-Mails for the PC.

▼ 96 OK - INTERNET / TRI MAILS

F@X Only mode

☞ Select option **F@X ONLY** and press **OK** to confirm.

All E-Mails are polled and printed.

PC Only mode

☞ Select option **PC ONLY** and press **OK** to confirm.

The E-mails are neither polled nor printed and they may be used with a computer.

At each connection, the number of E-mails in your mailbox is displayed on the screen.

Share PC mode

☞ Select option **SHARE PC** and press **OK** to confirm.

You may choose to transfer your E-mails to a PC or use the fax as an E-mail printer.

To transfer the E-Mails to a PC:

☞ Select option **WITH PC TRANS.** and press **OK** to confirm.

☞ Enter the E-Mail address of the computer you wish to transfer your E-Mail and press **OK** to confirm.

☞ Select your option from the table below and press **OK** to confirm.

Menu	Description
SEND ALL MAILS	All E-Mails are sent to the PC.
UNUSABLE ATTAC	The fax machine polls and prints the usable E-mails and transfers to the PC mailbox all the E-mails containing attachments it cannot use.

To use the fax as an E-Mail printer:

☞ Select option **W/O PC TRANS** and press **OK** to confirm.

☞ Select your option from the table below and validate with **OK**.

Menu	Description
DELETE MAILS	The E-mails opened and read by the fax (w/o attachment) are erased after the fax has printed.
SAVE MAILS	The E-mails opened and read by the fax are not erased.

At each connection, the number of E-mails still present in your mailbox are displayed on the screen.

NETWORK CONNECTION

An Internet connection is made with an ISP. It allows both document sending and reception while connected.
A connection takes place the following way:

- Send to one or more of your subscriber's Internet mailboxes, all fax-Internet documents waiting for transmission.
  If you are sending to a computer, the transmitted fax will be received as an attachment to an E-Mail.
- Reception of all fax-Internet and E-Mails deposited in your personal Internet mailbox.

You may connect either **immediately** or **automatically** depending on the time periods defined. The triggering of a **programmed Internet connection** depends on the **standard settings** of your machine.

Immediate connection to the Internet

There are two methods to immediately connect to the Internet:

Access through the menu:

▼93 OK - INTERNET / IMMED ACCES

Direct access:

☞ Press the @ key twice.

Programmed connection

An automatic connection to the Internet depends on how your machine is programmed and more particularly on the standard settings (please see the paragraph on **Standard settings**, page 3-15).

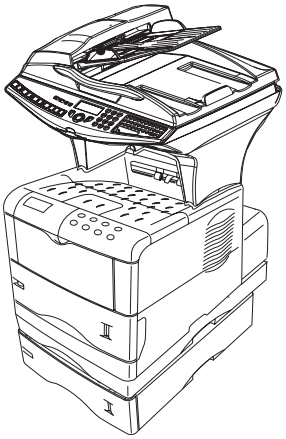
DEACTIVATING THE INTERNET FUNCTION

If you do not wish to use the Internet functions:

▼91 OK - INTERNET / SUPPLIER

☞ Select **NO ACCESS** in the ISP list and confirm with **OK**.

4 DIRECTORY



Your fax lets you create a directory by memorising **subscriber records** and **subscriber lists**.

- Your machine can store up to **500 subscriber records** with names and phone numbers.
- You may also group several names to build a subscriber list with up to **32 subscriber lists**. A subscriber list is made from the subscriber records already stored.

For **all subscriber records or subscriber lists** you may:

- create
- consult
- modify contents
- delete
- print the directory

You may save and if needed load your directory. To proceed, you need to contact your reseller and purchase the optional "Directory card". This gives you access to functions **161** and **162** (please see the paragraph on **Guide to function list**, page 2-5). To proceed, you need to contact your reseller and purchase the optional kit "save".

CREATING SUBSCRIBERS RECORD

For each contact record, complete the fields listed below. Only fields with the Name and Telephone number have to be completed:

- Contact **NAME**,
- **TEL** and fax number of contact,
- **E-mail** address, example: dupont@messagerie.com,

or

- **FTP** address, example: 134.1.22.9,

or

- **network sharing** address: an IP address (for example **134.1.22.10**) or NetBIOS name (for example **PC1015687**).

Remark : If you have not entered an e-mail address, then you have the possibility of entering an FTP address (for archiving purposes).
If you have entered neither an E-MAIL address nor an FTP address, you can enter a network sharing address for archiving (address of the terminal on which the directory is shared).

- **FORMAT**: by default, the attachment is PDF or Image (.tiff or .jpeg)
- **RECORD NUMBER**: this number is automatically allocated by the fax (you can, none the less, modify it). It gives you quick access to the directory,
- **RATE** send fax you can choose for each contact the minimum send rate for faxes you send to him. Available rates are 2400, 4800, 7200, 9600, 12000, 14400 and 33600 bits per second. The maximum speed can be used if the telephone line is of good quality, meaning appropriate, without echo.

Remark : If a contact has the two fields **TEL** and **E-MAIL** completed, the validation key (◇ **or** @) will define whether the document is sent by telephone network or via the internet.

ADDING A RECORD

▾11 OK - DIRECTORY / NEW CONTACT

☞ Your fax has just created a new record, fill in it by first entering your subscriber's name then validate with **OK**.

To associate an e-mail address:

Remark : you can stop the list creation at any time by pressing ▽.

☞ Enter the person's fax number and press **OK** to confirm.

☞ Enter the E-Mail address of your subscriber and press **OK** to confirm.

☞ Your subscriber's ID number will automatically appear on the screen, if you wish to modify this number you may do so by choosing another free number and validate with **OK**.

☞ Select the option **WITH** assigned key if you want to assign a letter (shortcut key) to your subscriber. The first available letter appears by default. If you want to change it, scroll the letters by menas of the ▼ or ▲ keys, and press **OK** to confirm.

☞ If need be, select the appropriate transmission speed to send your faxes, and confirm your choice by pressing the **OK** key.

To associate an FTP address:

☞ Do not enter the e-mail address.

☞ Enter the FTP address of the contact, then validate with **OK** key (for example: 134.1.22.9).

☞ Enter the FTP user name (for example: Durand).

☞ Enter the PASSWORD of the FTP user.

☞ If necessary, enter the file destination directory (when this field is not completed, the files are stored directly under the root) of the FTP server (for example: server name / Durand).

☞ Define the attachment format (Image or PDF) **OK**.

☞ A number allocated to your contact will be automatically displayed on the screen. If you do not want to use this number, it can be modified by entering another number, then validating with **OK** key.

☞ Select the option **WITH** the associated key if you want to associate a letter (shortcut key) with your contact. The first letter free is displayed by default. If you want to modify this, scroll through the alphabet by using keys ▼ or ▲, then validate your choice with the **OK** key.

☞ Select, if necessary, the appropriate send rate for a fax intended for your contact, then validate your choice with the **OK** key.

Or, to create a shortcut to a network sharing address:

☞ Do not enter an e-mail address or an FTP address.

☞ Enter the IP address or the NetBIOS name of the contact for the Scan to Disk function, then validate with the **OK** key (for instance: 134.1.22.10).

☞ Enter the domain name followed by the user name for login on the network, and separated by \ (for instance : Domain\UserName).

☞ Enter the password for login on the network.

☞ Enter the file destination directory.

☞ Define the format of the attachment (Image or PDF) and validate with **OK**.

☞ A number is attributed to your contact and appears automatically on the screen. If this number does not suit you, you can modify it by entering another unused number and validating it with the **OK** key.

☞ Select the option **WITH** shortcut key if you want to link a letter (shortcut key) to your contact. By default, the first available letter is shown. If you want to change it, scroll through the alphabet by means of the ▲ or ▼ key, then validate with the **OK** key.

☞ If required, select the appropriate transmission rate for faxes to your contact, and validate your selection with the **OK** key.

CREATING SUBSCRIBERS LISTS

A subscriber list is made from the subscriber records already stored.

For each list fill in the following lines:

- **NAME** of the list
- **NUMBER ASSIGNED** to the list, this number is automatically assigned by the fax. It allows quick access to the answering machine
- **LIST COMPOSITION**, its lists the ID numbers assigned to the subscribers records included in the list
- **LIST NUMBER**, a number lets you identify the list filed under (L).

A list may include both fax and internet subscribers.

The same subscriber may be included in different lists.

Caution - It is impossible to add one subscriber list to another subscriber list.

ADDING A LIST

To add a list:

▼ 12 OK - DIRECTORY / NEW LIST

☞ Your fax machine has just created a new list, fill it in by first entering the name of this list then confirm with **OK**.

Remark : You can stop a list or record creation at any time by pressing ⓧ. Also, you do not have to complete all the list characteristics as you create it; you can save the list as it is by pressing ⓘ.

The empty field **ENTER ABR. NUM.** appears, you must fill in the ID numbers assigned to the subscriber records included in this list.

☞ There are three ways detailed in the table below, to choose and add one or more subscribers to your list. Then confirm your choice by pressing **OK**.

From ...	Procedure
subscriber's name	☞ With the alphanumeric keypad enter the first letters of your subscriber's name and continue until the whole name is displayed on the screen.
subscriber's ID number	☞ Enter directly the subscriber's ID number.
subscribers directory	☞ Press key 🕮 then select by means of the ▼ or ▲ keys.

☞ For every subscriber included in the list repeat the above step then validate with **OK**.

Remark : you can stop record creation at any time by pressing ⓧ.

☞ The list ID number will automatically appear on the screen, if you wish to modify this number you may do so by choosing another free number and validate with **OK**.

☞ Press ◇ to confirm your entry.

ADDING OR DELETING A NUMBER FROM THE LIST

▼ 13 OK - DIRECTORY / MODIFY

☞ Select the subscriber list (L) by means of the ▼ or ▲ keys and validate your choice with **OK**.

☞ Press **OK** to display the **ENTER ABR. NUM.** field, and add or delete the subscriber as shown in the table hereafter:

To ...	Procedure
add	☞ Enter the subscriber ID number you wish to add and confirm with **OK**. ☞ Repeat this step for each added subscriber you want to add.
delete	☞ Place the keys ▼ or ▲ , on the number you wish to delete. ☞ Press key C to delete the number assigned to the list. ☞ Repeat these 2 steps for each subscriber you wish to delete from the list.

☞ Confirm the new list by pressing key ◇ .

CONSULTING A RECORD OR A LIST

☞ Press key 🕮.

The directory appears in alphabetical order.

☞ Select the subscriber record or subscriber list (L) you wish to consult.

MODIFYING A RECORD OR A LIST

▼ 13 OK - DIRECTORY / MODIFY

The directory appears in alphabetical order.

☞ Use the ▲ or ▼ keys to select the subscriber list (L) you wish to modify and press **OK** to confirm.

☞ Modify the line or lines in the subscriber record or subscriber list and confirm each modification with **OK**.

Remark : You may confirm your modification by pressing ⓘ key , but you will exit the menu and may not be able to modify the following lines.

DELETING A RECORD OR A LIST

▼ 14 OK - DIRECTORY / CANCEL

The directory appears in alphabetical order.

☞ Use the ▲ or ▼ keys to select the subscriber record or subscribers list (L) you wish to delete and confirm with **OK**.

☞ Press again **OK** to confirm your deleting.

The record or list is deleted from the directory.

PRINTING THE DIRECTORY

You may print all the numbers stored in the directory, including all the existing subscriber records or subscriber lists.

To print the directory:

▼ 15 OK - DIRECTORY / PRINT

The directory is printed in alphabetical order.

IMPORTING A DIRECTORY

You can import an existing directory of contacts into your fax machine as an electronic file. This file must be in a specific format and must not comprise more than 500 entries.

The process of importing a directory uses electronic mail as the transfer mechanism. The electronic file containing the directory is received and processed as an e-mail attachment.

Caution - Importing a new directory completely overwrites any existing directory entries.

THE FILE STRUCTURE

The electronic file containing the data in the directory must be structured into lines or records each comprising five fields separated from one another by a unique character (a tab stop, a comma or a semi-colon). The lines themselves are separated by a line break (carriage return).

Fields	Contents
Name	A unique identifier in your directory, up to 20 characters long. This field is mandatory; the name should not include the field separator character.
Fax number	Your contacts' fax number, without spaces or dots, can be up to 30 characters long (including any * and # characters). This field may be left empty, for instance, in the case of contacts to whom you only send e-mails.
E-mail address	Your contacts' e-mail address. Can be up to 80 characters long, but must not comprise the field separator character. Any other characters may be used in this field, which can also be left blank.
Shortcut key	A capital letter (A to Z), unique to the directory, which is associated with a specific contact and enables quick selection. As with the two previous fields, this field can be left blank.
Reserved	Nothing must be entered in this field.

Caution - You must enter a value for at least one of the **E-mail address** fields. To enter a blank line, key in four field separator characters in a row.

For example:

Smith;jsmith@isp.co.uk;J;;

O'Connor;d.oconnor@hello.net;U;;

Remark **:** @ alone is the indication that no associated key is assigned to the entry.

Caution - You must always enter the field separator character, even if one or more of the fields are left blank. In the example above, which uses a semi-colon as a separator, the entry for « Jones » lacks both E-mail address and shortcut key.

PROCEDURE

To import a directory:

▼ 17 OK - DIRECTORY / IMPORTATION

☞ Select **WITH** to authorise the importation of a directory.

☞ Create your directory on a PC in a file whose structure corresponds to that set out above. In order to be recognised as a directory, the file name must include the word **directory** and must have a **.csv** extension. For example: **smithdirectory01.csv**, **jonesdirectory.csv**, or simply **directory.csv**.

☞ Create an e-mail addressed to your fax E-mail address, attach the file to it, and send your message via your mail server.

☞ Your fax will receive the e-mail containing the directory when it connects to the mail server, and will automatically import the attached file into its directory.

☞ Repeat the procedure as many times as required, for instance to update all the LAN faxes on your network with the same directory.

Caution - Importing a new directory completely overwrites any existing directory entries on the fax machine. Once your fax machine has a complete directory, we advise you to disable importing in order to protect the data already on the fax.

To disable importing:

▼ 17 OK - DIRECTORY / IMPORTATION

☞ Select **WITHOUT** to prevent users from importing a directory.

EXPORTING A DIRECTORY

You may also export a directory from a fax machine as a text file, and send it to any mail client (be it PC or fax based), in the form of an e-mail attachment entitled **directoryxxx.csv.**

To export the directory:

▼ 18 OK - DIRECTORY / EXPORTATION

☞ Key in the e-mail address of the PC or other fax machine to which you want to export the directory. You may export a directory to several fax machines simultaneously (please see the paragraph on **Dialling**, page 5-3).

☞ Confirm by pressing **OK**.

☞ Repeat the procedure as many times as required, for instance to update all your fax machines or send the same file to several PC users on your local network.

LDAP SERVER

The LDAP server allows you to access a directory server, for contacts or lists of contacts (maximum 500 recipients).

The LDAP function can be switched on only once there are at least 50 free entries in the unit's local directory. If this is not the case a message will ask you to delete the necessary number of entries.

CONFIGURATION

▼191 OK - DIRECTORY / LDAP SERVER / ADRESSE IP

☞ Enter the IP address or the server name and press the **OK** key to confirm..

▼192 OK - DIRECTORY / LDAP SERVER / IDENTIFIER

☞ Enter the identifier for connecting to the server and press the **OK** key to confirm.

▼193 OK - DIRECTORY / LDAP SERVER / PASSWORD

☞ Enter the password for connecting to the server and press the **OK** key to confirm.

▼194 OK - DIRECTORY / LDAP SERVER / DN BASE

☞ Enter the database name and press the **OK** key to confirm.

▼195 OK - DIRECTORY / LDAP SERVER / PORT

☞ Enter the port number for connection to the server and press the **OK** key to confirm.

ACCESSING SERVER CONTACTS

When the LDAP function on your terminal is switched on, you can send documents or e-mails to contacts in the server's directory.

This is what happens when you search for a contact: when you enter the first letter of the recipient's name, all the entries in the server's directory which begin with this letter will be alphabetically added to the local ones.

If there are too many entries on the server, a message will ask you to enter more of the letters in the name to refine the search.

Note: If a list contains too many recipients, a message will inform you that the list cannot be used.

ADDING A SERVER CONTACT TO THE LOCAL DIRECTORY

On the Change menu:

▼13 OK - DIRECTORY / MODIFY

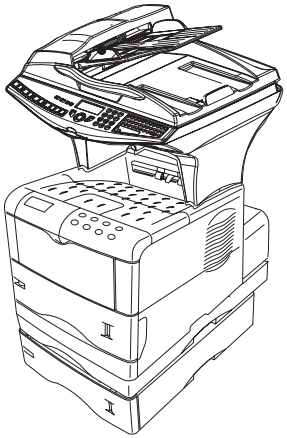
☞ Use the ▲ or ▼ arrows to select the server contact to add to the local directory and press the **OK** key to confirm.

☞ Change the desired field(s) in the contact's file and press the **OK** key to confirm each change.

☞ When you reach the last setting: choose the Local option instead of Remote and press the **OK** key to confirm.

Note: You can confirm your changes by pressing the ◇ key, but in that case you exit the menu and you do not have access to the following fields.

5 OPERATION



SENDING

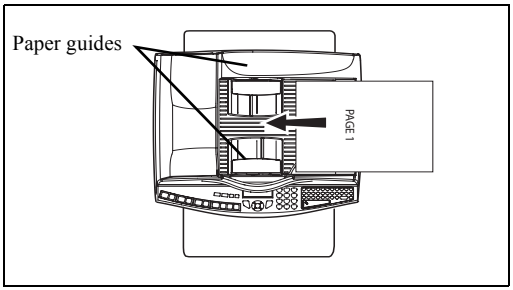
Documents sent over the Internet are first memorised and sent at the time of network connection.

You can send black and white documents (TIFF format or PDF) or colour documents (JPEG format or PDF).

DOCUMENT DEPOSITING

Scanner

From the automatic feeder tray



☞ Place your original documents in the document feeder:
- face printed on the top,
- first page under the stack.

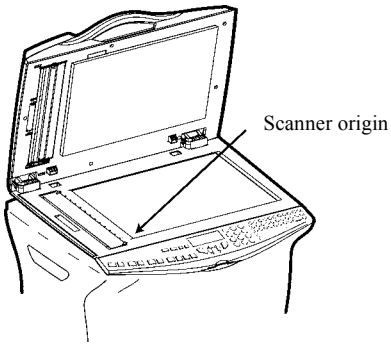
☞ Set the paper guide to the document width.

☞ Once the operation is over, take your original documents back from the document exit tray.

Caution - If you put the documents to send upside down, the contact will receive a blank page.

Remark : Since the addressee's number is generally on the document to be transmitted, you may also dial before positioning the document.

From the flat scanner



☞ Using the handle, lift up the document feeder tray.

☞ Put your document, with the printed face down on the scanner window. The scanner origin is located at your end, to the left, as shown opposite.

☞ Once the operation is complete, lift the document feeder tray and recover your document.

CHOOSING THE RESOLUTION/CONTRAST

Resolution

You have 4 modes for document transmission.

The mode choice depends on the type of document to be transmitted:

- **Normal** mode, to be used for good quality documents, without drawings or small details
- **Fine** mode, symbolised by **Fine** at the bottom of the display screen. To be used for documents with drawings or small characters
- **Super Fine** mode, symbolised by **SFine** at the bottom of the display screen. To be used for documents with very fine or small character drawings
- **Photo** mode symbolised by **Photo** at the bottom of the display screen. To be used for photographic documents

To select the resolution mode:

☞ Press ⁘ key as many times as necessary to select the required mode. A ■ icon on the screen shows the current mode.

Contrast

You can set the contrast if your document is too light or too dark. If the document is light, you must raise the contrast and if it is dark, you must reduce it.

To set the contrast:

☞ Press ◑ as many times as necessary to choose the desired contrast, as shown by the position of a cursor.

DIALLING

From the directory

Dialling alphabetically

☞ Enter the first letter of your subscriber's name with the alphanumeric keypad, then add the remaining letters until your subscriber's name is complete.

Assigned number dialling

☞ Press key 🕮
Your fax lists the subscribers records and lists in the Directory in alphabetical order,

then

☞ use keys ▲ or ▼ of the navigator to scroll all subscribers for choice, and choose the required subscriber or subscriber list.

or

☞ Press key 🕮
Then press the letter assigned to the subscriber (please see the paragraph on **▼11 OK - DIRECTORY / NEW CONTACT**, page 4-2)
The screen displays the corresponding name.

or

☞ Enter the subscriber or subscriber list assigned number.
The screen displays the name of the subscriber or subscriber list assigned to this number.

Using the last number dialled key

You can redial one number among the ten last numbers you just dialled before.

☞ Press the @ key.
The display show the last Email adress that has been used.

☞ Use the ▲ or ▼ keys of the navigator to select an other Email adress.

To multiple numbers

You may dial to send a document simultaneously to multiple call numbers.

Caution - This may be achieved only if the machine is parametered to send from the memory.

☞ Enter the fax or E-mail address, or use the Directory (refer to above paragraphs).

☞ Press key and enter the number of the second subscriber or second subscriber list

☞ Repeat this last step for all subscribers or subscriber lists (maximum 10 subscribers or subscriber lists).

☞ Confirm the last subscriber by pressing **OK**, or @ .

Rerouting

This function is used to reroute faxes received to a directory contact. To use this function, you have to perform two operations: set the rerouting address of the fax and activate rerouting.

Activate rerouting

▼391 OK - FAX / REROUTING / ACTIVATION

☞ Using the keys ▼ or ▲ within the navigator select option >>**3911 WITH**.

☞ Confirm with the **OK** key.

Remark : If the function **WITHOUT** is selected the menus **392** and **393** will not be included in the functions overview, when it is printed out.

Set the re-direction contact.

▼392 OK - FAX / REROUTING / DESTINATION

☞ Using the keys ▼ or ▲ within the navigator select the subscriber from the directory (If the directory is empty the display will show **DIRECTORY EMPTY**). Enter the number of the subscriber manually or store the name and related number in the directory. (please see the paragraph on **Creating subscribers record**, page 4-2).

Remark : You may forward a fax to the e-mail address of the subscriber stored in your directory if the fax is not available. The Fax will then be sent as an attachment in the pre-defined file format (page 3-10 for the configuration of the attachment files format).

▼393 OK - FAX / REROUTING / COPY

☞ Using the keys ▼ or ▲ within the navigator select the **COPY** option (local printout of the information relayed to your system) either **WITH** or **WITHOUT**.

☞ Confirm with the **OK** key.

TRANSMITTING OVER THE FAX SERVER (DEPENDING ON OPTION)

You can send telecopies to a fax machine which is compatible with your terminal. This type of emission is only possible if a fax server is installed on your LAN network, and if the "Fax Server" function is activated on your terminal (menu 83).

☞ Position the document (please see the paragraph on **Document depositing**, page 5-1).

☞ Enter the fax number or choose your dialling mode (please see the paragraph on **Dialling**, page 5-3) then press ◇.

☞ At the end of transmission, the initial screen is displayed.

TRANSMISSION OVER THE INTERNET

Sending a black and white document to an E-Mail address

☞ Position the document (please see the paragraph on **Document depositing**, page 5-1).

☞ Press the @ key and enter the recipient's E-mail address
or choose your dialling mode (please see the paragraph on **Dialling**, page 5-3).

☞ Adjust the contrast and the resolution if necessary (please see the paragraph on **Choosing the resolution/contrast**, page 5-2).

☞ Press the @ key.

If your contact has a PC, he will receive an E-mail to which your fax is attached in monochrome PDF or TIFF format, depending on the format choice you made.

If your subscriber has an Internet fax, he will receive a paper fax.

Sending a colour document to an E-mail address

☞ Position the document (please see the paragraph on **Document depositing**, page 5-1).

☞ Press the @ key and enter the addressee's E-mail address
or choose your dialling mode (please see the paragraph on **Dialling**, page 5-3).

☞ Adjust the contrast and the resolution if necessary (please see the paragraph on **Choosing the resolution/contrast**, page 5-2).

☞ Press the key.
The document is scanned and memorised, it will be sent at the time of Internet connection.

If your contact has a PC, he will receive an E-mail to which your fax is attached in colour PDF or TIFF format, depending on the format choice you made.

If your subscriber has an Internet fax, he will receive a paper fax.

Sending a typed message to an E-Mail address

You can send a typed message to an E-mail mailbox. You can also add an attachment to this keypad message (the attachment is a scanned paper document).

Access through the menu.

▼ 95 OK - INTERNET / E-MAIL

Direct access.

☞ Press key @ .

Then, to send to E-mail address.

☞ Enter the addressee's E-mail address or choose your dialling mode (please see the paragraph on **Dialling**, page 5-3).

☞ Enter the address of who you want to receive a copy of the document (CC:), and press **OK** to confirm.

☞ Enter the object for mail (80 characters max.) and press **OK**.

☞ Enter the text with the alphabetical keypad (100 lines of 80 characters) and confirm with **OK**.

☞ To **go** to the next line, use key ↵.

Then, you can choose between two options:

☞ Send the typed mail directly. Press **OK**, the mail is memorised and will be sent at the next Internet connection, validate by pressing the ◇ key.
Your subscriber will receive an E-mail.

Add an attachment (scanned document) to your mail:

☞ Select the scanner to use to scan your document. **SCANNER ADF** (scroll scanner) or **FLAT SCANNER** (please see the paragraph on **Description**, page 1-8).

☞ Validate with **OK** key.

☞ Select **B&W SCAN** to send a black and white document or **COLOR SCAN** to send a color document, and validate with **OK** key (this setting can be changed at any time during the send procedure, using the colour key).

☞ Enter the name of the attachment and validate with **OK** key.

☞ If necessary, change the attachment format: **PDF** or **IMAGE** and validate with **OK** key.

☞ If you have started to scan with the flat scanner, the unit will scan the other pages. Put your second page to scan, select **NEXT** and validate with **OK**.

☞ Press key @.

☞ Set contrast and resolution if necessary (please see the paragraph on **Choosing the resolution/ contrast**, page 5-2).

☞ Press key @ .

The document is scanned and the mail sent to memory. It will be sent during the next connection to the Internet.

Your contact will receive an E-mail with an attachment.

Scan to FTP

The scan to FTP function enables you to put your TIFF, JPEG and PDF files in an FTP server, for example, for archiving.

To connect to the FTP server, you must know the name of the FTP user and the PASSWORD.

When sending files, the machine connects to the FTP server using the defined connection parameters.

Simply put the file in an FTP server:

☞ Put the document in one of the scanners (please see the paragraph on **Document depositing**, page 5-1).

☞ Press key PC. A choice screen is displayed.

☞ Select Scan to FTP with keys ▲ or ▼ then press **OK** key.

☞ Enter the FTP address of the server or select it from the directory by pressing the 🕮 key.

☞ Enter the name of the FTP user (operation prohibited when the address is in the directory).

☞ Enter the password of the FTP user (operation not necessary when the address is selected in the directory).

☞ Select the scanner to use to scan the document, **SCANNER ADF** (scroll scanner) or **FLAT SCANNER**.

☞ Validate with **OK** key.

☞ Select **B&W SCAN** to send a document in black and white or **COLOR SCAN** to send a document in colour. Validate with **OK** key (this setting may be changed at any time during the send procedure with the colour key).

☞ Enter the name of the attachment and validate with **OK** key.

Remark : To avoid "name collisions", a suffix is automatically added to the name that was entered, and incremented as necessary. If you entered DOCUMENT as the file name, you will find the file archived as, for instance, DOCUMENT000016.pdf.

☞ If necessary, change the attachment format: **PDF** or **IMAGE** et validate with **OK** key.

☞ If you have started to scan with the flat scanner, the unit will scan the other pages. Put your second page to scan, select **NEXT** and validate with **OK**.

Multi-contact sending

Multi-contact sending is not possible with the key dedicated to this function.

To make this type of send, you have to create a group containing exclusively the FTP addresses.

Then carry out the same operations as for sending to one address, except that you select an FTP address group in the directory, and not a single address.

Scan to Disk

☞ The Scan to Disk function allows you to place your TIFF, JPEG and PDF files in a shared directory, on your PC for instance.

☞ To access the shared folder you have to supply a user name and password for login on the network.

☞ When files are to be sent, the machine connects itself to the terminal on which the directory is shared (for instance your PC) using the defined login parameters.

Basic recording of a file in the shared directory:

☞ Place a document in one of the scanners please see the paragraph on **Document depositing**, page 5-1).

☞ Press the PC key. A selection screen is displayed.

☞ Select Scan to Disk with the ▲ or ▼ key, then press the **OK** key.

☞ Enter the network sharing address, i.e., the address of the terminal on which the directory is shared and the name of the shared directory (for instance 134.1.22.10\DirectoryName), or select an entry in the directory by pressing the 🕮 key.

☞ Enter the network login user name (this operation is inhibited if the address in in the directory).

☞ Enter the network login password (this operation is not necessary if the address is selected in the directory).

☞ Select **B&W SCAN** to send a black-and-white document or **COLOR SCAN** to send a colour document, then validate with the **OK** key (this setting can be changed at any time during the send procedure with the colour key).

☞ Enter the name of the attachment and validate with the **OK** key.

Remark : To avoid "name collisions", a suffix is automatically added to the name that was entered, and incremented as necessary. If you entered DOCUMENT as the file name, you will find the file archived as, for instance, DOCUMENT000016.pdf.

☞ If necessary, change the attachment format (**PDF** or **IMAGE**) and validate with the **OK** key.

☞ If you are using the flat-bed scanner, you can scan more than one page. Place the next page on the scanner, select **NEXT** and validate with **OK**.

Multi-contact transmission

☞ Multi-contact transmission (transmission to several destinaries at the same time) is not possible by means of the key dedicated to this function.

☞ To perform this kind of transmission, you first need to create a group that contains only the shared addresses.

☞ Next, perform the same operations as for a transmission to a single address, but instead of selecting a single address, select a group of shared addresses in the directory.

TRANSMISSION WAITING QUEUE

This function lets you obtain a recap of all documents queuing, for transmission, including those in deposit or in delayed transmission, etc.

It allows you to:

- **consult** or **modify** the waiting queue. In this waiting queue the documents are coded the following way:
  Order number in the queue / document status / subscriber's telephone number.
  Documents may have the following status:
  - **TR**: ongoing commands
  - **CNX**: Internet connection
  - **NET**: transmission

- **immediately perform** a transmission from the waiting queue
- **print a document** in storage, waiting to be transmitted or in deposit
- **print the waiting queue**, to get the status of each document in the queue, by either:
  - queue order number
  - document name or number
  - number of pages of the document
  - document size (percentage of space stored in memory)
- **cancel** a transmission request in the waiting queue.

Immediately perform transmission from the waiting queue

▾ 61 OK - COMMANDS / PERFORM

☞ Select the document in the waiting queue and confirm your choice with **OK** or ◇ to immediately perform the selected transmission.

Consult or modify the waiting queue

▾ 62 OK - COMMANDS / MODIFY

☞ In the waiting queue select the required document and confirm your choice with **OK**.

☞ You may now modify the parameters of the given document then confirm your modifications by pressing key ◇.

Deleting a transmission on hold

▾ 63 OK - COMMANDS / CANCEL

☞ In the waiting queue select the desired document and confirm your choice with **OK**.

Printing a document in waiting or in deposit

▼ 64 OK - COMMANDS / PRINT

☞ In the waiting queue select the desired document and confirm your choice with **OK**.

Print the waiting queue

▼ 65 OK - COMMANDS / PRINT LIST

A document called ** COMMAND LIST ** is printed.

CANCELLING A TRANSMISSION IN PROGRESS

Cancelling a transmission in progress is possible whatever the type of transmission but varies depending on whether the transmission is a single call number or a multi-call number.

- For a single call number from the memory, the document is erased from the memory.
- For a multi-call number, only the call number in progress at the time of the cancellation is erased from the transmission queue.

To cancel transmission in progress

☞ Press key ⓥ.

A message will ask you to confirm cancellation by pressing the key ⓥ a second time.

☞ Press key ⓥ to confirm cancellation in progress.

If your machine is set to print a transmission report, it will print that the communication was cancelled by the user.

RECEPTION

Whatever the document received, reception is automatic at each network connection.

Incoming documents other than fax files (Word process file, CAD, etc.) may not be opened by your terminal. However, you may keep this (or these) document(s) in your Internet mailbox until computer use or automatic transfer (please see the paragraph on **Main settings**, page 3-1).

COPYING

Your fax offers to print out one more copies of one or more pages.

You can also make copies in tiled or poster mode. The tiling function allows you to print a number of pages imported from the ADF scanner onto a page, at a reduced scale (there are 2 modes available: 2 scanned pages onto a sheet or 4 scanned pages onto a sheet).

The poster function allows you to do the opposite; in other words you can print a scanned page onto a number of pages (there are 2 modes available: 1 scanned page onto 4 pages or 1 scanned page onto 9 pages).

If the front/back module (depending on model) is installed on your terminal you can make photocopies in front/back mode.

LOCAL COPY

Standard copy

☞ Position the document (please see the paragraph on **Document depositing**, page 5-1).

☞ Press key twice.

Duplex photocopies (depending on model)

☞ This function is available for photocopying if you have previously installed the duplex module and an additional paper tray at the rear of your terminal.

Remark : This duplex module only works with A4 (210 x 297 mm) format paper.

☞ Press once,the key.

☞ When the duplex mode is activated, a pictogram is shown on the screen.

Remark : The internal memories of your terminal can be printed one side only, except in **PAPER SAVE** mode.

☞ The features available are described in the following table:

ORIGINAL FORMAT	➡	FINAL FORMAT
DUPLEX/DUPLEX	➡	DUPLEX/DUPLEX
ONE SIDE	➡	DUPLEX/DUPLEX
DUPLEX/DUPLEX	➡	ONE SIDE
ONE SIDE	➡	ONE SIDE

"Sophisticated" copy

☞ Position the document (please see the paragraph on **Document depositing**, page 5-1).

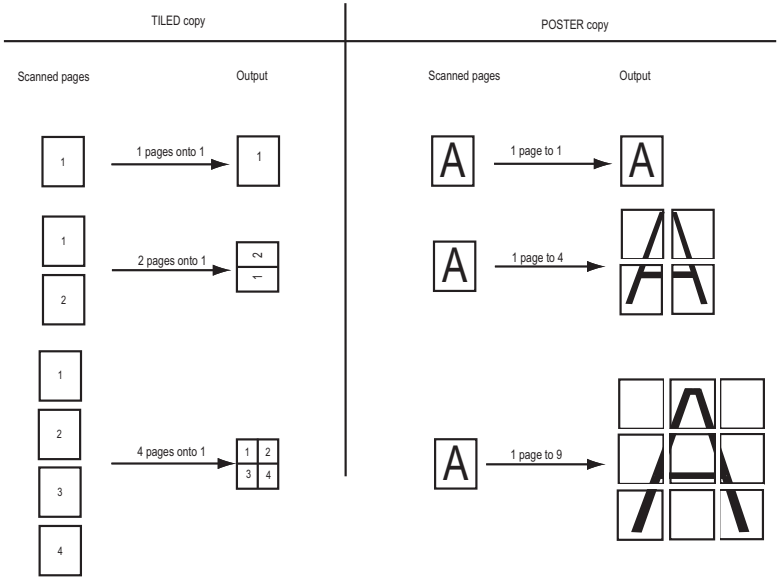
☞ Press key .

☞ Enter the required number of copies and confirm with the **OK** key.

☞ Using the keys ▲ or ▼ select the scan modes[1] **DUPLEX->DUPLEX** (Front/Rear) or **SIDE->DUPLEX** or **DUPLEX->SIDE** or **SIDE->SIDE** and confirm with the **OK** key.

☞ Using the keys ▲ or ▼ select the resolution: **ULTRA FAST**, **FAST**, **QUALITY** or **PHOTO** and confirm with the **OK** key.

☞ Choose one of the tiling (see examples below) print options (ADF scanner): **1 page onto 1, 2 pages on 1** or **4 pages onto 1** or one of the poster printing options: **1 page to 1, 1 page** to **4 or 1 page** to **9** (flatbed scanner) using the ▲ or ▼ keys, then press the **OK** key to confirm.



☞ Using the keys ▲ or ▼ select the degree of contrast and confirm with the **OK** key.

☞ Using the keys ▲ or ▼ select the degree of brightness and confirm with the **OK** key.

☞ Using the keys ▲ or ▼ or the numeric key pad or eventually the key dedicated for zoom set up the degree of zoom between **25% TO 400%** and confirm with the **OK** key.

☞ Select the collation mode **COPY ASSEMBLED** or **NOT ASSEMBLED** and confirm with the **OK** key.

☞ Using the keys ▲ or ▼ or the numerical key pad select the required base values and confirm with the **OK** key.

☞ Using the keys ▲ or ▼ select the type of paper **NORMAL PAPER** or **THICK** and confirm with the **OK** key.

☞ Using the keys ▲ or ▼ select the required paper tray, **AUTOMATIC TRAY**, **UPPER TRAY** or **LOWER TRAY** and confirm with the **OK** key.

1. If you have previously installed the duplex module at the back of your terminal

SPECIFIC COPY SETTINGS

When the copy quality is no longer satisfactory, you can perform a calibration. To do so, please see the paragraph on **Scanner calibration**, page 7-11.

Moreover, a high number of controls let you improve the copy quality.

Scanner settings

▼841 OK - ADVANCED FCT / COPY / RESOLUTION

☞ The **RESOLUTION** parameter adjusts the photocopying resolution. Select **HIGH SPEED**, **QUALITY** or Photo resolution using keys ▲ or ▼, then validate the choice with the **OK** key.

▼842 OK - ADVANCED FCT / COPY / ZOOMING

☞ The **ZOOM** setting is used to reduce or enlarge part of the document by choosing the original and the zoom value to apply to the document, 25 to 400 %. Enter the zoom value required using the keys of the digital key pad. Validate the choice with the **OK** key.

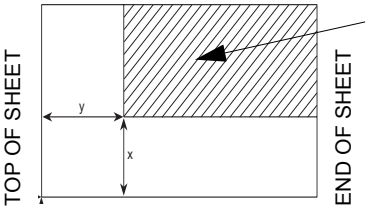
▼843 OK - ADVANCED FCT / COPY / ASSEMBLED

☞ The **ASSEMBLED** parameter is used to define the choice of your printer outputs; either assembled or not assembled. Validate the choice with the **OK** key.

▼844 OK - ADVANCED FCT / COPY / ORIGIN

If you wish, you can change the origin of the scanner.

By entering new values of X and Y given in mm (X < 210 and Y < 286), you will move the scanning zone as shown on the figure below.



Top view: scanned side down

☞ Select the X and Y coordinates with keys ▲ or ▼.

☞ Set the required coordinates with the numeric keypad or ▲ or ▼.

☞ Confirm your setting by pressing key **OK**.

▼845 OK - ADVANCED FCT / COPY / CONTRAST

☞ The **CONTRAST** parameter is used to select the photocopy contrast. Adjust the contrast using ◑ keys ▲ and ▼, then validate the choice with the **OK** key.

☞ You can also directly adjust the desired contrast using the ◑ key, press this key several times until the required adjustment is obtained without using ▼ **845**.

▼846 OK - ADVANCED FCT / COPY / LUMINOSITY

☞ The **LUMINOSITY** parameter is used to make your original document lighter or darker. Adjust the brightness required using keys ▲ and ▼, then validate the choice with the **OK** key.

▼847 OK - ADVANCED FCT / COPY / BINDING

☞ The **BINDING** parameter is used to choose the long or short side according to the type of binding of your document. Make your choice using keys ▲ and ▼, then validate the choice with the **OK** key.

Caution - All settings made using this menu become default settings of the machine.

▼85 OK - ADVANCED FCT / SCAN. & PRINT

☞ Use keys ▲ or ▼ of the browser to scroll the setting described below that you want to modify.

☞ Validate your setting by pressing the **OK** key.

▼851 OK - ADVANCED FCT / SCAN. & PRINT / PAPER

☞ Select **NORMAL** or **THICK** paper using keys ▲ and ▼.

☞ Validate your setting by pressing the **OK** key.

Remark : 1) When **THICK** paper type is selected, the print speed is slowed down.
2) Use the manual feeder for paper with a weight greater than 90 g/m^2.

▼852 OK - ADVANCED FCT / SCAN. & PRINT / PAPER TRAY

☞ Select the paper tray that you want to use; **AUTOMATIC**, **LOWER** or **UPPER** using keys ▲ and ▼.

☞ Validate by pressing the **OK** key.

▼853 OK - ADVANCED FCT / SCAN. & PRINT / PAPER SAVE

This function prints all your documents duplex.

Remark : This function requires the prior installation on the rear of your machine of the duplex module and the additional paper tray (option or depending on model).

☞ Select **WITH** or **WITHOUT** using keys ▲ and ▼.

☞ Validate by pressing the **OK** key.

▼854 OK - ADVANCED FCT / SCAN. & PRINT / S.F MARGINS

If you want to offset the side margins of your document to the left or to the right when scanning with your scroll scanner.

☞ Adjust the offset of the left/right margins (in 0.5mm steps mm) using keys ▲ and ▼.

☞ Validate by pressing the **OK** key.

▼ 855 OK - ADVANCED FCT / SCAN. & PRINT / FLATBED MARG

If you want to offset the side margins of your document to the left or to the right when scanning with your flat scanner:

☞ Adjust the offset of the left/right margins (in 0.5mm steps mm) using keys ▲ and ▼.

☞ Validate by pressing the **OK** key.

OTHER FUNCTIONS

LOGS

The incoming and outgoing logs list the last 30 transmissions (incoming and outgoing) made by your machine.

An automatic print out will take place after every 30 transmissions. However, you may request a print out at any time.

Each log (incoming or outgoing) contains a table with the following information:

- date and time of the incoming or outgoing document
- subscriber's number or E-mail address
- transmission mode (Norm, Fine, SFine or Photo)
- number of pages sent or received
- call duration
- incoming or outgoing results: noted **CORRECT** if properly transmitted
- reason for call error

To print the logs:

▼ 52 OK - PRINT / LOGS

The incoming and outgoing logs are printed on the same page.

PRINTING THE FUNCTIONS LIST

You may print the functions list of your fax machine at any time.

To print the functions list:

▼ 51 OK - PRINT / FUNCTIONS LIST

PRINTING THE MACHINE SETTINGS

At any moment, you may print the list of your fax's parameter settings to control any changes possibly made to the default parameters.

Printing the machine settings:

▼ 54 OK - PRINT / SETUP

Your fax prints the list of stored parameters.

COUNTERS

At any time, you may consult the activity counters of your machine.

To get access to the counters of the machine:

▼ 82 OK - ADVANCED FCT / COUNTERS

These counters indicate the number of:

- transmitted pages

  ▼ 821 OK - ADVANCED FCT / COUNTERS / SENT PAGES

- received pages

  ▼ 822 OK - ADVANCED FCT / COUNTERS / RECEIVED PG

- scanned pages

  ▼ 823 OK - ADVANCED FCT / COUNTERS / SCANNED PAGE

- scanned sheets

  ▼ 824 OK - ADVANCED FCT / COUNTERS / DUPLEX SCAN

- printed pages

  ▼ 825 OK - ADVANCED FCT / COUNTERS / PRINTED PG

LOCK

There are restrictions to the use of your fax:

- To lock the printing of received documents (please see the paragraph on **Fax answering machine**, page 3-3)
- locking the keyboard
- locking the numbers
- locking the Internet settings.

Entering the locking code

The operator access parameters are confidential; they are protected by a four-digit interlock code that the authorised operators must know.

To access the locking code:

▼ 811 OK - ADVANCED FCT / LOCK / LOCKING CODE

☞ Enter your four-digit interlock code on the keypad.

☞ Confirm by pressing **OK**.

☞ Confirm the interlock code by entering the code one more time.

☞ Press **OK** to confirm.

Remark : when a code is already registered, the machine asks you to give the former code before allowing you to modify it.

Locking the keyboard

This function allows you to prevent access to non-authorised persons. An access code must be entered each time a person wants to use the machine.

To access the keypad unlocking menu:

▼ 812 OK - ADVANCED FCT / LOCK / LOCK KEYBD.

☞ Enter the four-digit interlock code.

☞ Press key **OK** to confirm.

☞ With keys ▲ or ▼ of the navigator, select the option **WITH**.

☞ Press key **OK** to confirm.

Remark : after each operation, the machine interlocks automatically.

Locking the numbers

This function locks dialling and the numerical keypad is disabled. Transmissions are only possible from numbers included in the directory.

You can still send mails by typing in the addressee's address (if this has no numbers in it).

To access the number interlocking option:

▼ 813 OK - ADVANCED FCT / LOCK / LOCK NUMBER

☞ Enter the four-digit interlock code with the keypad.

☞ Press key **OK** to confirm.

☞ With keys ▲ or ▼ of the navigator, select the option **DIRECT ONLY**.

☞ Press key **OK** to confirm.

Locking the Internet settings

This function prevents access to all the Internet settings of menu 9.

As a matter of fact, any untoward change to these settings might result in repeated connection failures. You can still send documents to an E-mail address (▼ **95**) and get connected (▼ **93**).

To access the Internet settings locking menu:

▼ 814 OK - ADVANCED FCT / LOCK / LOCK PARAMETERS

☞ Enter the four-digit locking code with the numerical keypad.

☞ Press **OK** to confirm.

☞ With keys ▲ or ▼, select the option **WITH**.

☞ Press **OK** to confirm.

SCAN TO PC (DEPENDS ON MODEL)

Remark **:** your machine is provided with a Scan to PC key. This key activates, first of all, the SCAN -TO - PC, function, which associated with the Companion Suite Pro kit makes it possible to send an opening notice of a scan function of a PC connected to your machine. For more information, refer to the User Manual provided with your PC Kit (Companion Suite Pro).

6 PRINT FUNCTION

USING THE CONSOLE

The console is made up of an LCD screen, three indicators and eight keys. Navigation basics are described in the paragraph on **Navigating the menus**, page 2-8.

THE CONSOLE

Messages displayed

The console screen displays information in the form of short messages. The eight following messages are displayed while the machine is warming up and printing.

Other messages are displayed if the printer requires any action from an operator. These messages are explained in the "Printer technical guidelines" documentation.

Message	Definition
`Self test`	The printer carries out self tests after the power has been switched on.
`Please wait`	LThe printer is warming up and is not ready. When the power is first switched on after the installation of a toner cartridge, the message (`Adding toner`) is also displayed.
`Ready`	The printer is ready to print.
`Processing`	The printer is processing: it is receiving data, generating graphics, reading a CompactFlash card or printing.

Message	Definition
On standby	The printer is in standby mode. Standby mode is switched off every time that the **GO** key on the printer console is pressed or the cover is opened or closed, or whenever the printer receives data. The printer then starts warming up and connects. The period of inactivity before entering standby mode can be set in the standby configuration section.
Delete data	The print jobs are currently being cancelled.
Waiting	The printer is waiting for the end of job command before printing the last page. Pressing the **GO** key allows you to print the last page out immediately.
page break	The printer prints the last page after a period of waiting.

Interface indicator

The indicator shows the interface being used.

PAR Parallel port
USB USB port
OPT Network card
--- No active interface.

Paper size indicator

The following abbreviations are displayed to show the size of the paper in the tray which is currently being used.

Message Displayed	Paper size	Message Displayed	Paper size
A4	ISO A4 (21 × 29.7 cm)	EX	Executive (7-1/4 × 10-1/2 inches)
A5	ISO A5 (14.8 × 21 cm)	#6	Commercial 6-3/4 (3-5/8 × 6-1/2 inches)[A]
A6	ISO A6 (10.5 × 14.8 cm)[A]	#9	Commercial 9 (3-7/8 × 8-7/8 inches)[A]
B5	JIS B5 (18.2 × 25.6 cm)	O2	Oficio II (8-1/2 × 13 inches)
B6	JIS B6 (12.8 × 18.2 cm)[A]	16K	16 kai (19.7 × 27.3 cm)
LT	Letter (8-1/2 × 11 inches)	ST	Statement (5-1/2 × 8-1/2 inches)[A]
LG	Legal (8-1/2 × 14 inches)	FO	Folio (21 × 33 cm)

Message Displayed	Paper size	Message Displayed	Paper size
MO	Monarch (3-7/8 × 7-1/2 inches)[A]	HA	Japanese Postcard (10 × 14.8 cm)[A]
BU	Business (4-1/8 × 9-1/2 inches)[A]	OH	Return Postcard (20 × 14.8 cm)[A]
DL	ISO DL (11 × 22 cm)[A]	Y2	Envelope (Youkei 2) (11.4 × 16.2 cm)[A]
C5	ISO C5 (16.2 × 22.9 cm)	Y4	Envelope (Youkei 4) (10.5 × 23.5 cm)[A]
b5	ISO B5 (17.6 × 25 cm)	CU	Custom Size (14.8 × 21 cm à 21.6 × 35.6 cm)

A. Only with the multipurpose tray.

Note: When the printer is processing data, the SIZE indicator shows the size of the of the paper selected by the application software.

Paper type indicator TYPE

The paper type indicator displays the type of paper set for the current paper tray. The paper type triggers the automatic changing of the paper tray.

You can specify the paper type on the operator's console, please see the paragraph on Creating a custom paper type, on page 6-9.

The following abbreviations are used to show the paper type.

Message Displayed	Paper type	Message Displayed	Paper type
None	Auto	HEADER	Header
NORMAL	Normal	COLOUR	Colour
TRANSPARE	Transparent[A]	PERFORATED	Perforated
PRE-PRINTED	Pre-printed	ENVELOPE	Envelope
LABEL	Labels	CARD	Card
BOUND	Bound	THICK	Thick
RECYCLE	Recycled	HIGHT QLTY	Hight quality
VELLUN	Vellum	SPECIFIC 1 (to 8)	Specific 1 (to 8)
ROUGH	Rough		

A. Only with the multipurpose tray.

READY, DATA and ATTENTION indicators

The following indicators light up during normal use and when the printer requires action.

Indicator	Description
READY	**Blinking:** Indicates that there is an error which you can resolve yourself. **On:** Indicates that the printer is connected. The printer prints out any data it receives. **Off:** Indicates that the printer is disconnected. It is receiving data but does not print it out. Also indicates that printing is automatically suspended due to an error.
DATA	**Blinking:** Data transfer in progress. **On:** Indicates that the data is currently being processed or that it is currently being written to the memory card.
WARNIN(	**Blinking:** Indicates that the printer requires maintenance or that the printer is warming up. (Please wait). **On:** Indicates that there is an error or a problem which you can resolve yourself. (e.g. a paper jam.)

PRINTING TEST PAGES

This paragraph describes the procedures for printing out internal information. You can use the menu map as a guide to find your way around the printer's menu structure.

The configuration page contains a list of printer configuration parameters and settings.

Printing out the menu map

The printer prints out a list of the menus. The list of menus may vary according to which options you have installed.

MENU - ∨ - PRINT MENU MAP

☞ Press ENTER, a "?" appears.

☞ Press ENTER to start printing.

Printing out the current configuration page

The configuration page provides information about the machine's configuration (memory, options, etc.)

MENU - ∨ - PRINT STATUS PAGE

☞ Press ENTER, a "?" appears.

☞ Press ENTER to start printing.

Printing out the detailed configuration page

This page gives you more details about the machine's configuration.

MENU - ∨ - OTHERS - > - ∨ - SERVICE > - ∨ - PRINT STATUS PAGE

☞ Press ENTER, a "?" appears.

☞ Press ENTER to start printing.

Printing out the network interface card configuration

Note: You can only use this function if the network card is installed.

The following information is available: software version, network address and miscellaneous information about the network protocols. You need to authorise the printing out of this information.

MENU - ∨ - INTERFACE - > - ∨ - OPT. STATUSPAGE

☞ Select the optional interface, please see the paragraph on Print function settings, on page 3-12

☞ Press ENTER, a "?" appears.

☞ Press ∨ and choose ON.

☞ Press ENTER to allow printing. It will then be printed out at the same time as the printer's configuration page.

Printing out the font list

Printing out this list can help you to choose a font.

MENU - ∨ - FONT - > - ∨ - LISTS OF INTERNAL FONTS

☞ Press ENTER, a "?" appears.

☞ Press ENTER to start printing.

PAPER SIZE AND TYPE SETTINGS

This chapter describes how to use the control console to change the paper size and type for each paper source, as well as the multipurpose tray settings.

Paper size settings

Select the paper size according to the paper which will be in the tray and in the multipurpose tray.

If the selected paper does not match the paper in the tray, the document will not be printed out onto the right paper size when automatically selected by the application software (printer driver).

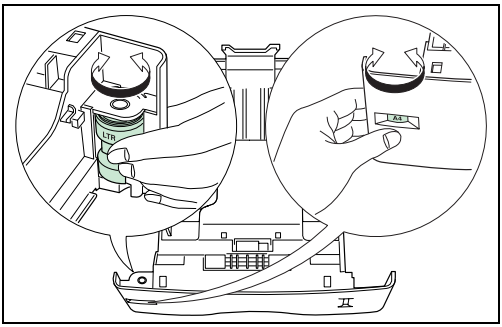
Setting the paper size for the tray

Use the following procedure to set a standard paper size (A5, A4, B5, Letter and Legal (for the USA.)) for the tray.

For more details about the paper formats which can be used please see the "Printing technical guideline" documentation.

If you wish to use a non-standard paper size, please see the paragraph **Custom paper size**, page 6-6.

☞ Set the paper size indicator on the front of the tray.



☞ Set the guides and the stop inside the tray according to the paper you will be using. Load the paper into the tray, please see the paragraph **Loading paper**, page 1-25 for more details.

Custom paper size

Formats other than A5, A4, B5, Letter and Legal (for the USA) can be used in the tray, in this case please following the procedure below. If an additional tray is installed, the procedures for making settings remain the same.

This menu appears when the tray's paper size indicator is set to **OTHER**.

Set the paper size indicator to **OTHER** and configure the menu:

MENU - ∨ - PAPER HANDLING - > - TRAY SIZE

☞ Press ENTER, a blinking "?" appears.

☞ Press the ∧ and ∨ keys to choose the desired format. The following formats are available:

• Specific	• Oficio II	• Folio	• 16k
• C5	• A5	• B5	• ISO B5
• A4	• Executive	• Lettre	• Legal

☞ Press ENTER. If the selected size is Specific, you may need to set the paper dimensions and the measurement unit.

Selecting the measurement unit

This procedure allows you to select the measurement unit.

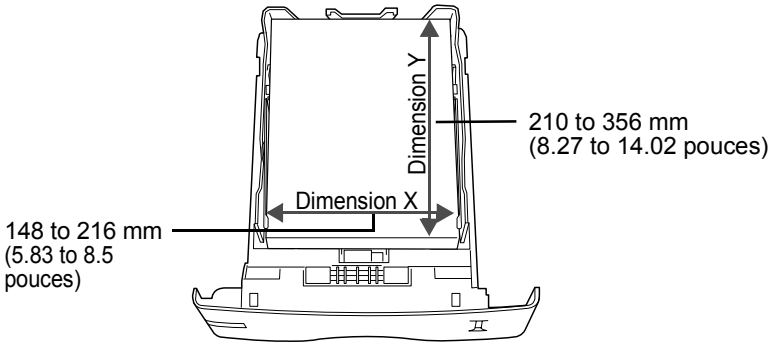
☞ Press the > key.

☞ Press the key until UNIT appears.

☞ Press ENTER, a blinking "?" appears.

☞ Select the unit (MM or INCHES), press ENTER.

☞ Press the ∨ key to enter the paper dimensions.



☞ A screen displays the width "Dimension in X", press ENTER. A blinking cursor appears underneath the units figure. Set the width using the ∧ and ∨ buttons to increment or decrement the selected figure and the < and > buttons to move to the tens and hundreds. Press ENTER.

☞ As soon as the width has been set, press the ∨ key to set the length.

☞ Set the length in the same way as for the width. Press ENTER.

When printing using the custom paper size defined above, you need to set the same size on the printer driver.

Setting the paper size for the multipurpose tray

When you use the multipurpose tray in cassette mode, you must use the same paper format as that specified for the print job.

MENU - ∨ - PAPER HANDLING - > - ∨ - MP TRAY SIZE

☞ Press ENTER, a blinking "?" appears.

☞ Press the ∧ and ∨ keys to choose the desired format. The following formats are available:

• A4	• Executive	• Lettre	• Legal	• Custom
• Oficio II	• Statement	• Folio	• Youkei 2	• Youkei 4
• 16k	• Hagaki	• OufukuHagaki	• Monarch	• Business
• Comm. #9	• Comm. #6 3/4	• DL	• C5	• A6
• B6	• A5	• B5	• ISO B5	

☞ Press ENTER.

Paper type settings

Select the paper type according to the paper which will be in the cassette and in the multipurpose tray.

Setting the paper type for the tray

Make this setting to adapt the type of paper loaded from the printer's paper tray.

If the paper type is correctly configured, you can print using the automatic paper type selection function from the application software (printer driver). The default setting is Normal.

MENU - ∨ - PAPER HANDLING - > - ∨ - CASSETTE 1 TYPE (CASSETTE 2 TYPE)

☞ Press ENTER, a blinking "?" appears.

☞ Press the ∧ and ∨ keys to choose the desired type. The following types are available:

• Normal	• Pre-printed	• Bound	• Recycled	• Rough
• Header	• Colour	• Perforated	• High quality	• Specific (1 to 8)

☞ Press ENTER.

Setting the paper type for the multipurpose tray

You can automatically select the paper using an automatic selection function in the application software (printer driver). The default setting is Normal.

For further details about the paper types which can be used.

MENU - ∨ - PAPER HANDLING - > - ∨ - MP TRAY TYPE

☞ Press ENTER, a blinking "?" appears.

☞ Press the ∧ and ∨ keys to choose the desired type. The following types are available:

• Normal	• Transparent	• Pre-printed	• Labels
• Bound	• Recycled	• Vellum	• Rough
• Header	• Colour	• Perforated	• Envelope
• Card	• Thick	• High quality	• Specific (1 to 8)

☞ Press ENTER.

Creating a custom paper type

Use the procedure shown below to customise the printer's paper type. You can save up to eight different custom types. Once they have been configured, each of these custom types can be called up when you configure the paper type.After you have selected the paper type (see procedure below), you can configure the paper weight and front/back mode (please see the paragraph **Selecting the paper weight**, page 6-9, and please see the paragraph **Switching the "Duplex path" on and off**, page 6-10). To reinitialise the customising process, please see the paragraph **Reinitialising the custom paper type**, page 6-10.

MENU - ∨ - PAPER HANDLING - > - ∨ - TYPE ADJUST

☞ Press ENTER, a blinking "?" appears.

☞ Press the ∧ and ∨ keys to choose the desired type. The following types are available:

• Normal	• Transparent	• Pre-printed	• Labels
• Bound	• Recycled	• Vellum	• Rough
• Header	• Colour	• Perforated	• Envelope
• Card	• Thick	• High quality	• Specific (1 to 8)

☞ Press ENTER.

☞ Press > to set the paper weight, please see the paragraph **Selecting the paper weight**, page 6-9.

Selecting the paper weight

You can configure the paper weight to customise your paper type.

MENU - ∨ - PAPER HANDLING - > - ∨ - TYPE ADJUST > PAPER WEIGHT

☞ Press ENTER, a blinking "?" appears.

☞ Press the ∧ and ∨ keys to choose the desired type. The following types are available:

• Light	• Normal 1	• Normal 2	• Normal 3
• Heavy 1	• Heavy 2	• Heavy 3	• Very heavy

☞ Press ENTER.

Note: If the paper type is **specific** and the front/back module is installed, you must choose whether or not to allow front/back printing, please see the paragraph **Switching the "Duplex path" on and off**, page 6-10.

Switching the "Duplex path" on and off

Note: The front/back module must be installed on the printer to use this function.

If the paper type is **specific** and the front/back module is installed, you can choose whether or not to allow printing via the front/back module as shown in the following procedure.

MENU - ∨ - PAPER HANDLING - > - ∨ - TYPE ADJUST > DUPLEX PATH

☞ Press ENTER, a blinking "?" appears.

☞ Press the ∧ and ∨ keys to choose the desired type. The following types are available:

☞ Press ENTER.

Reinitialising the custom paper type

MENU - ∨ - PAPER HANDLING - > - ∨ - RESET TYPE

☞ Press ENTER, a blinking "?" appears.

☞ Press ENTER.
All custom settings (paper weight and duplex path) are reinitialised to their default values.

Multi tray mode

The multipurpose tray can be used in two modes – Priority or cassette. The multipurpose tray loads the paper differently depending on which mode has been chosen:

- Cassette mode
  Default mode. The multipurpose tray acts like all the other paper sources. The printer can load paper from any other source controlled from the printer driver. Cassette mode allows quicker printing than Priority mode.
- Priority mode
  The paper placed in the multipurpose tray is automatically loaded and replaces any other paper source selected from the printer driver. Once all the sheets of paper in the multipurpose tray have been used, (approximately 100 sheets [size A4, 0.11 mm in thickness], the printer is again fed from the previously selected paper source. This mode allows you to load paper of an individual size or type without needing to reload the current paper source. To feed the printer from the chosen paper source, empty the multipurpose tray.

Note: The manual feeder's maximum capacity is 100 sheets with A4 paper. If you are using Legal paper, the number of pages must be below 100 in order to avoid paper jams.

To switch the multipurpose tray to priority mode, follow the procedure below:

MENU - ∨ - PAPER HANDLING - > - ∨ - MP TRAY MODE

☞ Press ENTER, a blinking "?" appears.

☞ Select CASSETTE or PRIORITY using the ∧ or ∨ keys. Press ENTER.

Selecting the source tray

This menu allows you to select the source tray to be used for a print job. If no options are installed, only tray 1 and the MULTI tray are available. If additional trays are installed, they will appear on the list.

MENU - ∨ - PAPER HANDLING - > - ∨ - FEED SELECT

☞ Press ENTER, a blinking "?" appears.

☞ Select TRAY 1 (or TRAY 2, etc., depending on option) or MULTI TRAY using the ∧ and ∨ keys. Press ENTER. Selecting the paper output tray.

Selecting the paper output tray

This menu allows you to choose the paper output tray when printing.

MENU - ∨ - PAPER HANDLING - > - ∨ - STACK SELECT

☞ Press ENTER, a blinking "?" appears.

☞ Select BC SP F-TO BOTTON (output at the top) or TRAY ABOVE FABOVE (output at the rear) using the ∧ and ∨ keys. Press ENTER.

Printing Letter documents in A4 format

This menu allows you to turn the difference between A4 format and Letter format on and off. When set to Off this prevents printing if the size of the paper in the paper source does not match the paper size used for the print jobs. If this size is different, an error message is displayed on the screen. The default setting of On forces printing even if the size of the paper in the paper source does not match the paper size used for the print jobs.

MENU - ∨ - PAPER HANDLING - > - ∨ - OVERRIDE A4/LT

☞ Press ENTER, a blinking "?" appears.

☞ Select ON or OFF using the ∧ or ∨ keys. Press ENTER.

PAGINATION

The following settings can be made:

- emulation,
- font,
- code set,
- number of copies,
- page orientation,
- KIR (image antialiasing),
- draft mode,
- resolution.

Emulation

This procedure allows you to set the emulation type for the printer.

Change emulation

MENU - ∨ - EMULATION

☞ Press ENTER, a blinking "?" appears.

☞ Select the emulation type using the ∧ and ∨ keys in the list shown:

- PCL 6
- KPDL (PostScript emulation)
- KPDL (auto)
- Imprim. Line
- IBM Proprinter
- DIABLO 630
- EPSON LQ-850

☞ Press ENTER.

Alternative emulation for KPDL emulation

When it is switched on, the KPDL (auto) emulation allows you to automatically change the emulation depending on the print job received.

MENU - ∨ - EMULATION

☞ Press ENTER, a blinking "?" appears.

☞ Select the KPDL (AUTO) emulation using the ∧ and ∨ keys.Press ENTER.

☞ Press the > key.

☞ Select ALT. EMULATION using the ∧ and ∨ keys. Press ENTER, a blinking "?" appears. Select the emulation using the ∧ or ∨ keys from the following list:

- PCL 6 (default)
- Print Line
- IBM Proprinter
- DIABLO 630
- EPSON LQ-850

☞ Press ENTER.

Printing out KPDL errors

You can print out a description of any printing errors which may occur in KPDL emulation mode. To do this you need to switch this option on (it is switched off by default).

MENU - ∨ - EMULATION

☞ Press ENTER, a blinking "?" appears.

☞ Select the KPDL or KPDL (AUTO) emulation using the ∧ and ∨ keys. Press ENTER.

☞ Press the > key.

☞ Select KPDL PRINT. ERR. using the ∧ and ∨ keys.

☞ Press ENTER, a blinking "?" appears.

☞ Select ON for using the ∧ or ∨ keys. Press ENTER.

Font

You can select the default font for the current interface. Any additional fonts downloaded into the printer's memory or stored on a CompactFlash card can be chosen as the default font.

This menu also allows you to configure the type and pitch for the Courier and Letter Gothic fonts.

Default font

MENU - ∨ - FONT - > - ∨ - FONT SELECT

☞ Press ENTER, a blinking "?" appears.

☞ Select where the fonts come from (IINTERNAL or others) using the ∧ and ∨ keys. Press ENTER.

☞ Press the > key. A font number appears on screen. The letter shows where the font is located, as shown in the table below:

Letter	Description
I	Internal fonts
S	Software fonts
M	Fonts from a flash card
H	RAM disk
O	Optional ROM

☞ Press ENTER, a blinking "?" appears.

☞ Select the default font to use with the ∧ and ∨ keys.

Default font size

Follow the procedure below to configure the default font size. If the default font is a fixed font such as Courier or Letter Gothic, you can change the character pitch instead of the font size.

MENU - ∨ - FONT - > - ∨ - FONT SELECT - > - ∨ - FONT SIZE

☞ Press ENTER, a blinking cursor appears. Use the ∧ and ∨ keys to increment or decrement the selected figure and the < and > keys to move the cursor to the left or the right (the font size is between 4 and 999.75 in increments of 0.25). Press ENTER.Changing the Courier/ Letter Gothic font Types.

Changing the Courier/Letter Gothic font Types

The Courier or Letter Gothic font type can be Normal or dark.

MENU - ∨ - FONT - > - ∨ - FONT SELECT - > - ∨ - COURIER (LETTER GOTHIC)

☞ Press ENTER, a blinking "?" appears.

☞ Select the NORMAL or DARK option using the ^ and v keys. Press ENTER.

Character tilt for the Courier/Letter Gothic fonts

Character tilt can be set when the default font is Courier or Letter Gothic.

MENU - v - FONT - > - v - FONT SELECT - > - v - PITCH

☞ Press ENTER, a blinking cursor appears. Use the ^ and v keys to increment or decrement the selected figure and the < and > keys to move the cursor to the left or the right (the font size is between 0.44 and 99.99 in increments of 0.01). Press ENTER.

Character encoding

You can change the character encoding. The available character encoding varies depending on the current font. (The default character encoding is IBM PC-8.).

MENU - v - FONT - > - v - CODE SET

☞ Press ENTER, a blinking "?" appears.

☞ Select the desired character encoding using the ^ and v keys. Press ENTER.

Number of Copies

VYou can programme the number of copies to be printed for each interface. The number of copies must be between 1 and 999.

MENU - v - PAGE SET > - v - COPIES

☞ Press ENTER, a blinking cursor appears. Use the ^ and v keys to increment or decrement the selected figure and the < and > keys to move the cursor to the left or the right Press ENTER.

Page orientation

You can choose the default page orientation for printing to either landscape or portrait.

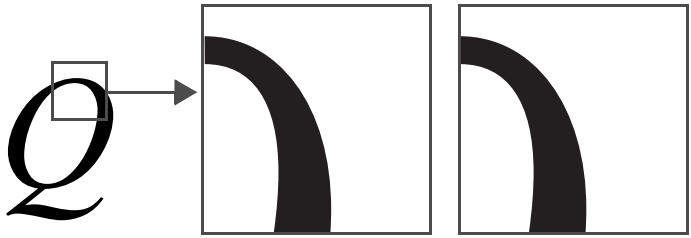
MENU - v - PAGE SET - > - v - ORIENTATION

☞ Press ENTER, a blinking "?" appears.

☞ Select PORTRAIT or LANDSCAPE using the ^ and v keys. Press ENTER.

KIR

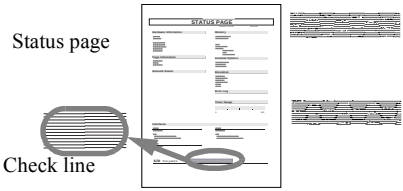
The printer includes an antialiasing function (KIR). This function gives high print quality by improving the resolution in software.



KIR **off** KIR **on**

Note: Set the print density to 3 when you configure the KIR function. For more details about print density, please see p. 6-19.

For the best possible KIR function settings, look at the check line, which is the last line on a status page.



Optimised stripes

The KIR configuration is the best.

Black vertical stripes

Set KIR mode to Off. Print the status page out again. If there are still black stripes, reduce the print density.

White vertical stripes

Set KIR mode to On. Print the status page out again. If there are still white stripes, reduce the print density.

MENU - ∨ - PRINT QUALITY - > - ∨ - KIR MODE

☞ Press ENTER, a blinking "?" appears.

☞ Select ON or OFF using the ∧ and ∨ keys. Press ENTER.

Draft mode

The "Draft mode" function allows you to reduce the amount of toner on the page in order to cut printing costs. This function has no effect on printing speed.

Draft mode off (default)

Draft mode on

MENU - ⌄ - PRINT QUALITY - > - ⌄ - DRAFT MODE

☞ Press ENTER, a blinking "?" appears.

☞ Select ON or OFF using the ∧ and ⌄ keys. Press ENTER.

Resolution

Allows you to set the print resolution. The higher the resolution the sharper the printed characters and graphics will be.

MENU - ⌄ - PRINT QUALITY - > - ⌄ - RESOLUTION

☞ Press ENTER, a blinking "?" appears.

☞ Select 1200 DPI, 600 DPI or 300 DPI using the ∧ and ⌄ keys. Press ENTER.

INTERFACE

The printer has a parallel port and a USB port. A network card is also installed. You can independently change the printing environment settings (such as the default emulation) on different interfaces using the printer's menu selection system. Select the interface before making the changes described in the procedure below.

Note: Selecting the interface as described below does not select the interface from which the data will be received.

Parallel interface

Warning - To ensure that your terminal works properly, you MUST retain the AUTO option for the parallel interface settings.

USB Interface mode

☞ Press the **MENU** key.

☞ Select Interface > using the ∧ or ∨ keys.
The name of an interface appears underneath: this is the current interface.
Parallel (default)
USB
Optional (when a network card is installed).

☞ Press the ENTER key. A blinking question mark (?) appears.

☞ Select USB using the ∧ or ∨ keys.

☞ Press the ENTER key.

☞ Press the MENU key. The message Ready appears on the screen again.

Network interface settings

For further details, please see the paragraph **Updating network settings**, page 3-8.

CONFIGURING THE PRINTER

Page protection mode

The Page protection menu does not normally appear. However, if there is a printing error due to a lack of memory on the printer, the Page protection menu will be forced to On. When this occurs, reset the Page protection menu to Auto (default) to maintain the best possible use of the printer's memory.

MENU - ∨ - PAGE SET - > - ∨ - PAGE PROTECTION

☞ Press ENTER, a blinking "?" appears on the left of the current status (on or off).

☞ Select the option (On, Off or Auto) using the [image] and [image] keys. Press ENTER.

Line break

This setting allows you to define what action the printer should take when it receives a line break.

MENU - ∨ - PAGE SET - > - ∨ - LF ACTION

☞ Press ENTER, a blinking "?" appears on the left of the current status.

☞ Choose one of the available options:

- ONLY: a line break will be added,
- CR + LF: a carriage return and a line break will added,
- NO EFFECT: the line break will be ignored

☞ Press ENTER.

Carriage return

This setting allows you to define what action the printer should take when it receives a carriage return.

MENU - ∨ - PAGE SET - > - ∨ - CR ACTION

☞ Press ENTER, a blinking "?" appears on the left of the current status.

☞ Choose one of the available options:

- ONLY: a carriage return will be added,
- CR + LF: a carriage return and a line break will added,
- NO EFFECT:the carriage return will be ignored.

☞ Press ENTER.

80 character mode

This setting allows you to increase the maximum number of characters which can be printed on one line of an A4 and Letter page.

MENU - ∨ - PAGE SET - > - ∨ - WIDE A4

☞ Press ENTER, a blinking "?" appears on the left of the current status.

☞ Select ON for using the ∧ or ∨ keys. Press ENTER.

Print density

The print density can be set over 5 levels: from 1 (light) to 5 (dark). The default setting is 3.

MENU - ∨ - PRINT QUALITY - > - ∨ - PRINT DENSITY

☞ Press ENTER, a blinking "?" appears on the left of the current status.

☞ Select the desired print density by incrementing or decrementing the values using the ∧ and ∨ keys. Press ENTER.

Number of pages printed counter

This menu allows you to display the total number of pages printed by the printer.

MENU - ∨ - LIFE COUNTERS > TOTAL PRINT

The number of pages printed appears on screen.

Language selection

You can choose the language for messages displayed on the screen.

MENU - ∨ - OTHERS - > - ∨ - MSG LANGUAGE

☞ Choose the language from the list. Press ENTER twice, the first time to choose and the second to confirm your choice.

Automatic page break

The time to wait before printing the current page, when the printer stops receiving data. The time can be set from 0 to 495 seconds incrementing the values by 5.

MENU - ⌄ - OTHERS - > - ⌄ - FORM FEED

☞ Press ENTER, a blinking cursor appears underneath the units figure.

☞ Set the time using the ^ and ⌄ buttons to increment or decrement the selected figure and the < and > buttons to move to the tens and hundreds.

☞ Press ENTER to confirm.

Standby mode

Switching standby mode on and off

MENU - ⌄ - OTHERS - > - ⌄ - SLEEP TIMER > SLEEP MODE

☞ Press ENTER, a blinking "?" appears on the left of the current status.

☞ Select the option (ON or OFF) using the ^ and ⌄ keys. Press ENTER.

Setting the time before entering standby mode

The time before entering standby mode is between 5 and 240 minutes in 5-minute steps.

MENU - ⌄ - OTHERS - > - ⌄ - SLEEP TIMER

☞ Press ENTER, a blinking cursor appears underneath the units figure.

☞ Set the time before entering standby mode using the ^ and ⌄ buttons to increment or decrement the selected figure and the < and > buttons to move to the tens and hundreds.

☞ Press ENTER to confirm.

Reinitialising the printer

The printer's settings are restored to their default values.

MENU - ⌄ - OTHERS - > - ⌄ - PRINTER RESET

☞ Press ENTER twice, the first time to choose and the second to confirm your choice. The SELF TEST message appears on the screen during reinitialisation.

Resource protection

This setting prevents you from losing any fonts and macros you have downloaded when going from PCL6 to another emulation.

MENU - ⌄ - OTHERS - > - ⌄ - RESOURCES PROT.

☞ Press ENTER, a blinking "?" appears on the left of the current status.

☞ Choose one of the available options:

- OFF,
- PERMANENT,
- PERM / TEMP.

☞ Press ENTER.

Setting the alarm

MENU - ∨ - OTHERS - > - ∨ - BUZZER

☞ Press ENTER, a blinking "?" appears on the left of the current status.

☞ Select the option (ON or OFF) using the ∧ and ∨ keys. Press ENTER.

Auto mode

Switching this mode on allows you to continue printing the document, without any interaction on the printer, following one of the following errors:

- Memory full Press GO
- Page offset Press GO
- KPDL error ## Press GO
- File missing Press GO
- RAM disk Err## Press GO
- Mem. Card Err ## Press GO
- Front back off Press GO

MENU - ∨ - OTHERS - > - ∨ - AUTO CONTINUE MODE

☞ Press ENTER, a blinking "?" appears on the left of the current status.

☞ Select the option (ON or OFF) using the ∧ and ∨ keys. Press ENTER.

Setting auto mode time

MENU - ∨ - OTHERS - > - ∨ - AUTO CONTINUE MODE > AUTO CONTINUE TIMER

☞ Press ENTER, a blinking cursor appears underneath the units figure.

☞ Set the time using the ∧ and ∨ buttons to increment or decrement the selected figure and the < and > buttons to move to the tens and hundreds.

☞ Press ENTER to confirm.

Front/back printing error detection

When it is switched on, this setting allows you to detect an error when the size or type of paper used does not match the format to be used for front/back printing. In this case the printing is halted and the message "Front back off Press GO" is displayed. Pressing the GO button starts front printing only.

MENU - ∨ - OTHERS - > - ∨ - FINISHING ERROR > DUPLEX

☞ Press ENTER, a blinking "?" appears on the left of the current status.

☞ Select the option (ON or OFF) using the ∧ and ∨ keys. Press ENTER.

7 MAINTENANCE

MAINTENANCE

GENERAL

To ensure the best operating conditions for your fax, it is recommended that you regularly clean the inside.

For normal usage, please respect the following rules:

- Never leave the cover open unless required.
- Protect the machine from direct sunlight.
- Do not attempt to oil the machine.
- Always gently close the cover and avoid vibrations.
- Do not open the cover while printing.
- Never try to dismantle the machine.
- Do not use paper that has stayed in the paper tray for a long time.

Look at the safety rules in the **Safety** chapter at the end of this user manual.

REPLACING THE CONSUMABLES (TONER AND DRUM)

To check the remaining capacities of the consumables:

▼ 86 OK - ADVANCED FCT / CONSUMABLES

The toner cartridge and the drum cartridge come with a chip card.

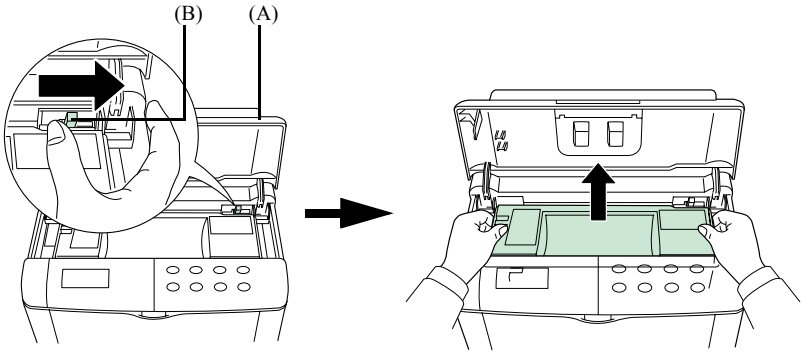
After replacing a consumable item in the printer, you need to inform the machine about its features.

For this purpose, the chip card supplied with each toner cartridge must be read by the machine each time a new consumable item is installed.

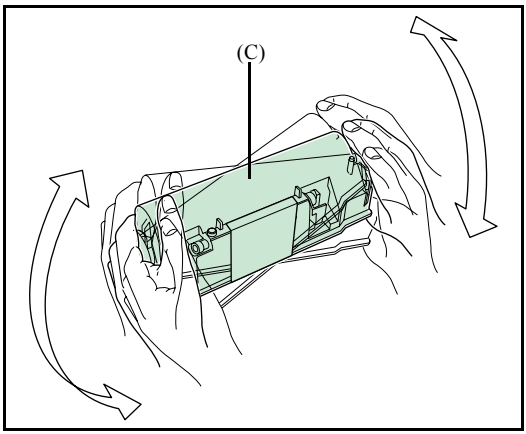
Replacing cartridges

☞ Open the printer top cover (A) all the way.

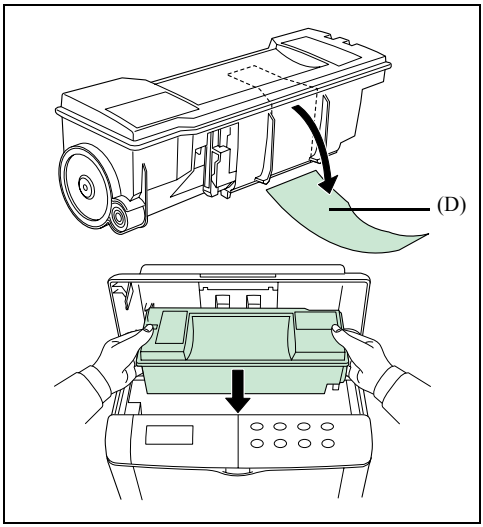
☞ Pull the lock lever (blue colored (B)) to the right and gently lift the old toner container.



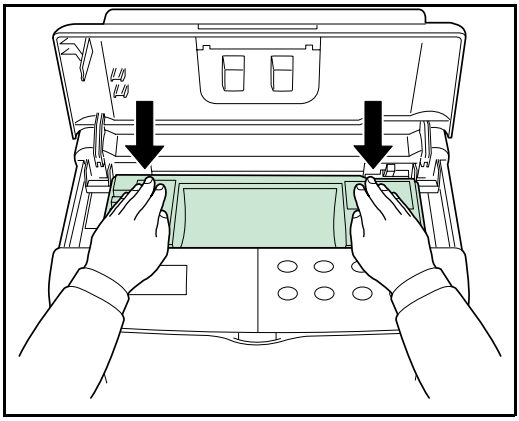
☞ With the label side down, thoroughly shake the new oner container (C) (in the direction of the arrow) ten times or more to ensure that the toner is evenly distributed inside.



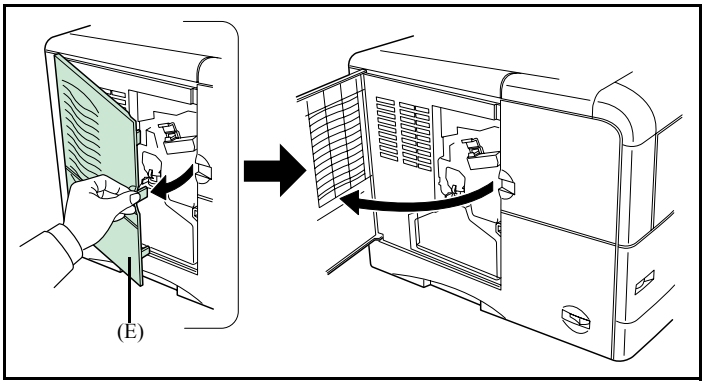
☞ Carefully remove the protective seal [orange colored (D)] from the new toner container and then install the container into the printer.



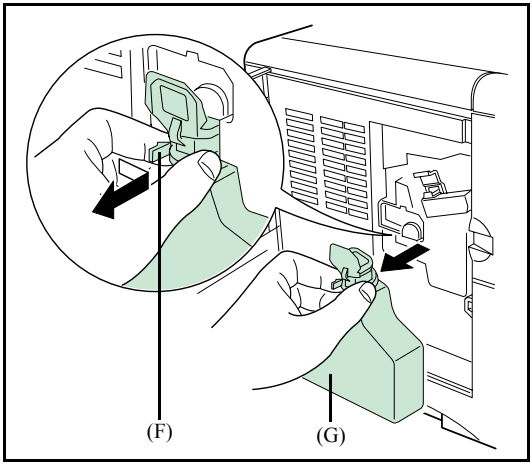
☞ Push firmly on the top of the toner container at the positions marked PUSH HERE until you hear it click into place. Close the top cover.



☞ Replace the waste toner box as follows. First open the left cover (E) on the left side of the printer.

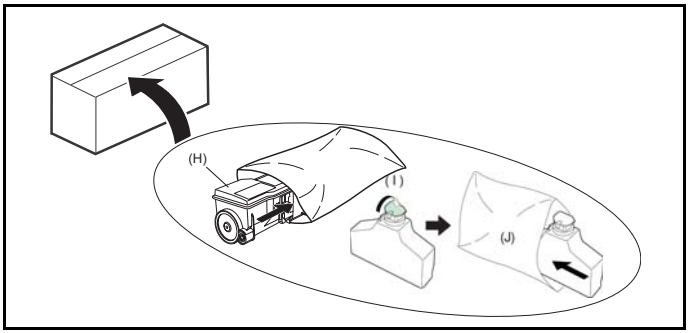


☞ While holding the waste toner box, press the lock lever (F) and then gently remove the waste toner box (G).

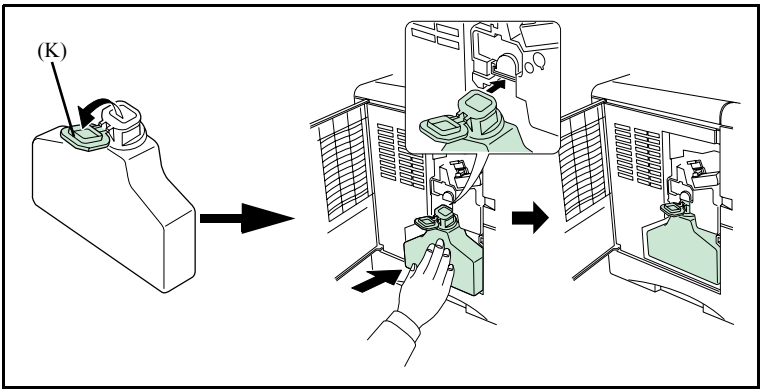


☞ Cap the waste toner box (I) after removing from the printer.To avoid toner spilling, place the capped waste toner box in the plastic bag (J) supplied.
Place the old toner container (C) in the supplied plastic bag.

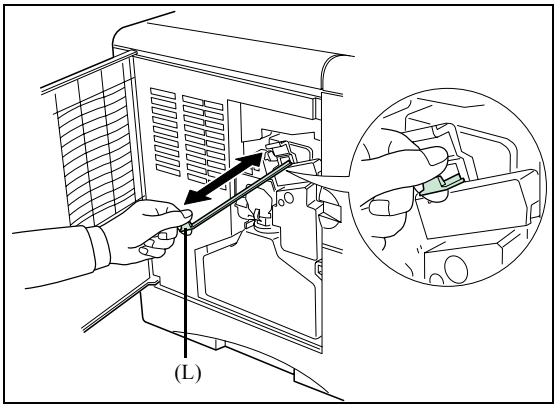
☞ Place the old toner container as well as the waste toner box into the cardboard of the new cartridge before sending them to be recycled ; see the attached instructions.



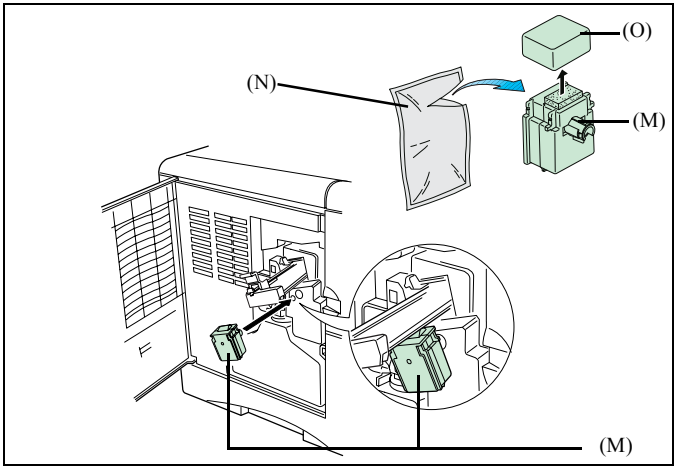
☞ Open the cap of the new waste toner box (K). Insert the new waste toner box as shown in the figure. The box will be locked when it fits into place.



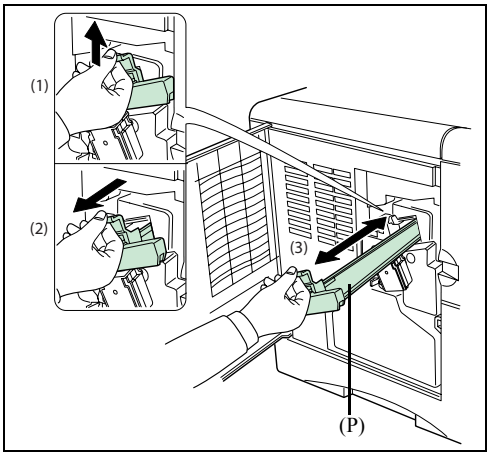
☞ Clean the printer as follows. First pull the cleaning knob [green colored (L)] slowly in and out a few times. The charger wire inside the printer is cleaned by this procedure. After cleaning the charger wire, push the cleaning knob firmly all the way in.



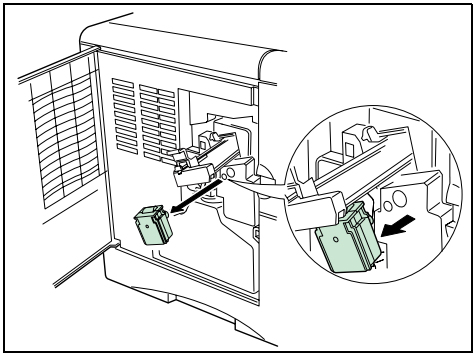
☞ Take the grid cleaner (M) from protective bag (N) in the new toner kit, and remove the cap (O). Attach the grid cleaner (M) to the printer with the pad uppermost, as shown in the figure.



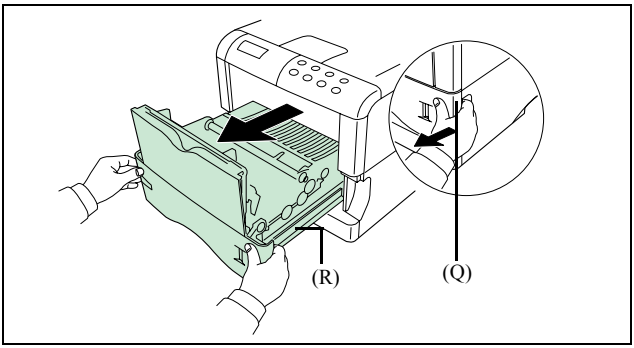
☞ After attaching the grid cleaner, repeat the action of slowly pulling out and then pushing back in the main charger unit (P) at least 5 times, as shown in the figure. The grid part underneath the main charger is cleaned by this procedure.



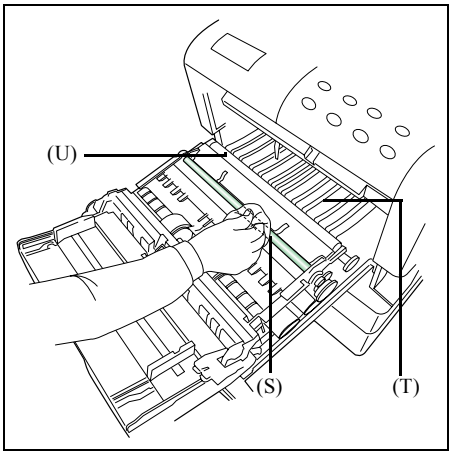
☞ Remove the grid cleaner from the printer and dispose of it. The grid cleaner is not re-usable. After cleaning the charger wire, push the main charger unit all the way in and close the left cover.



☞ While pulling the paper transfer unit release lever (Q) pull out the paper transfer unit (R).

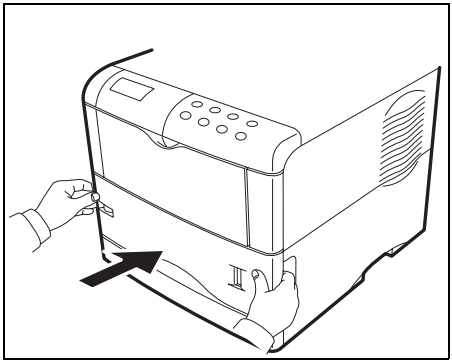


☞ Wipe the paper dust on the registration roller (S) and the paper ramp (T) using the wiper cloth included in the toner kit.



Caution - Do not touch the transfer roller [the black roller (U)]when wiping the paper ramp.

☞ After cleaning, return the paper transfer unit to its original position.



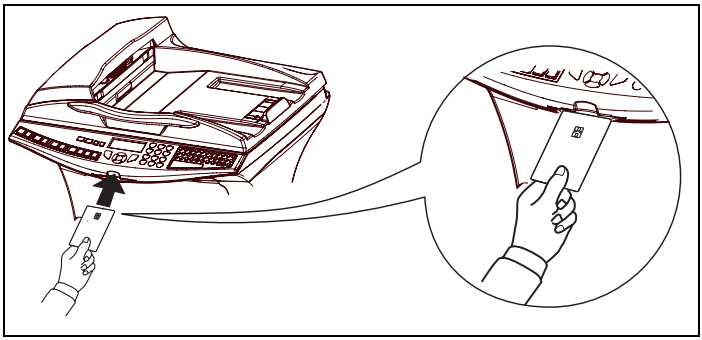
☞ Press **OK** on the scanner keypad.
The display shows:

```
INSERT THE
TONER CARD
```

☞ Insert chip card (supplied with the toner cartridge) into the card reader ensuring that the chip is entered as shown in the drawing below.

☞ The display shows:

```
CHANGE TONER?
YES= OK - NO = C
```



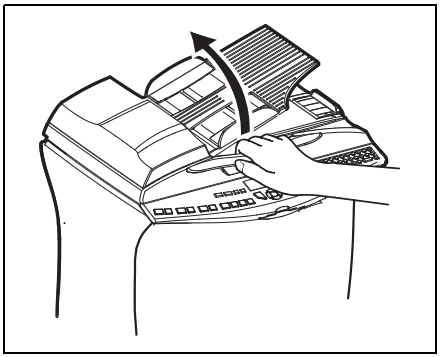
☞ Press **OK** once the chip card has been read.
The display shows:

```
NEW TONER
REMOVE CARD
```

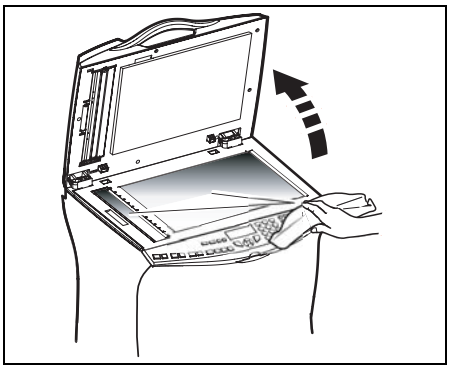
CLEANING

Cleaning the scanner's reading devices

When one or more vertical lines appear on transmitted copies or faxes, follow these steps:



☞ Open the scanner cover by pushing it backwards until held vertically in position.



☞ Clean the two transparent scanning windows with a soft, lint-free cloth, dampened with alcohol.

☞ Close the scanner cover.

☞ Make a copy to check that the symptoms have been cleared.

Cleaning the printer

Dust, dirt and paper debris on the outer surfaces and inside the printer can interfere with printer performance. Clean the printer regularly.

Remark : If the message "Clean Printer Press GO" appears after replacing the toner cartridge. Carry out the printer cleaning procedures (corona, grille, etc.) described in the paragraph on **Replacing cartridges**, page 7-2 then press the GO button. The message will disappear and the printer will be ready to print.

Caution - Use a soft cloth to clean the printer. Never use abrasive or corrosive detergents.
The fusing unit can become very hot during operation. To avoid injury - do not touch.
Wait for at least 10 minutes after the printer has been turned off and make sure that the fusing unit has cooled before cleaning the interior of the printer.

Cleaning the outside of the printer

Clean the outside of the printer with a smooth duster.

SERVICING

For guaranteed performance of your terminal, some maintenance work (replacing the fusing unit and the transfer roll) has to be done on the printer approximatly every 300,000 printed pages. Please contact your supplier for this operation.

SCANNER CALIBRATION

You can perform this operation when the quality of photocopied documents is no longer satisfactory.

▼ 80 OK - ADVANCED FCT / CALIBRATION

☞ Confirm your choice by pressing the **OK** key.

INCIDENTS

Internet codes

Codes 40 and 41 - No reply from supplier

The modem cannot connect to the Internet service provider. If this error always occurs, check the supplier's dial-up number.

Code 42 - Cannot access supplier

The service provider refuses the connection, the service is temporarily unavailable. If this error always occurs, check the Internet connection parameters.

Code 43 - Xmission server unavailable

Cannot connect to the SMTP server for sending mail, the service is temporarily unavailable. If the error always occurs, check the Internet e-mail and server parameters.

Code 44 - Reception server unavailable

Cannot connect to the POP3 server for mail reception, the service is temporarily unavailable. If the error always occurs, check the Internet e-mail and server parameters.

Code 45 - Supplier disconnected

The service is temporarily unavailable; try again later.

Code 46 - Xmission server disconnect

The SMTP server for sending mail is disconnected. The service is temporarily unavailable- try again later.

Code 47 - Reception server disconnect

The POP3 server for mail reception is disconnected. The service is temporarily unavailable- try again later.

Code 48 - Disconnection from Internet

The service is temporarily unavailable- try again later.

Code 49 - Cannot connect to Internet

Check the call number and eventually the associated prefix of the machine.

To check the Internet parameters, print them by pressing in turn the keys ▼, **9**, **4**, **5** and **OK**.

Network codes:

Code 50 - Protected disk or file already found

The file could not be archived, either because the file folder is write-protected, or because a file with the same name already exists in the directory.

Code 51 - Wrong authentification

The "user name" and/or "password" parameters are incorrect.

Code 52 - Authentification method not supported.

Check that the authentification proposed by the server is indeed HTML.

Code 53 - Password unvailable or directory not found.

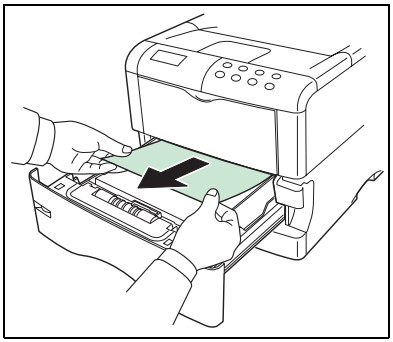
PRINTER INCIDENTS

Caution - To ensure that your terminal works properly, you MUST retain the AUTO option for the parallel interface settings.

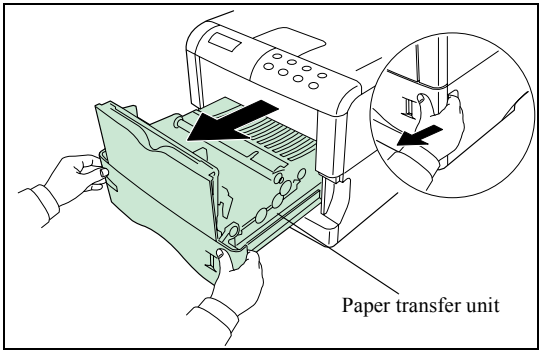
Paper jam inside the printer

Follow the procedure below to remove any sheets of paper which may have got trapped in the printer.

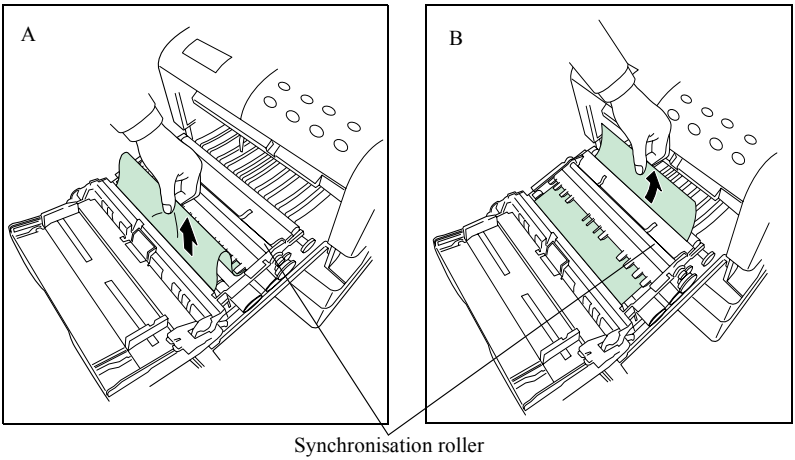
☞ Take out the paper tray and remove the paper which has got trapped.



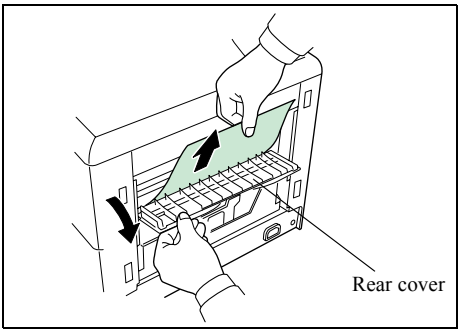
☞ Put the paper tray back into its housing. Whilst pulling on the lever which unlocks the paper transfer unit, take out the paper transfer unit.



☞ If the sheet of paper is trapped in front of the synchronisation roller, remove it as shown in illustration A. If the sheet is trapped underneath the synchronisation roller, remove it as shown in illustration B.



☞ Open the rear cover and remove the paper which has become trapped.

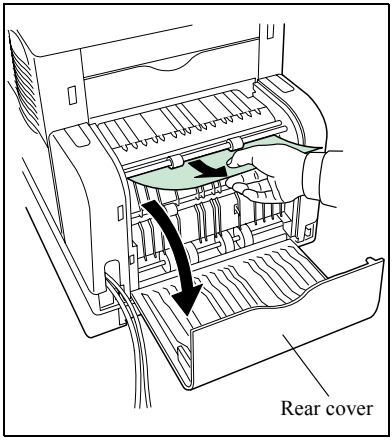


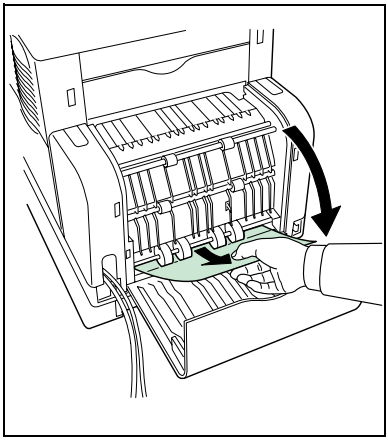
☞ Insert the paper tray and the transfer unit and close the rear cover.

Paper jam in the front/back module

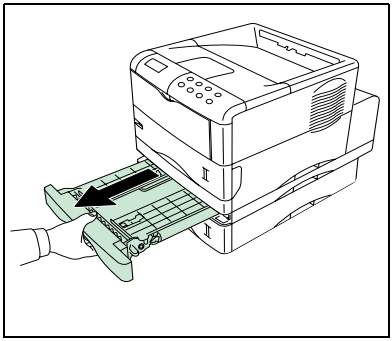
The figures below show various types of paper jams which can occur when using your device.

☞ Open the front/back module's rear cover and remove the trapped paper.

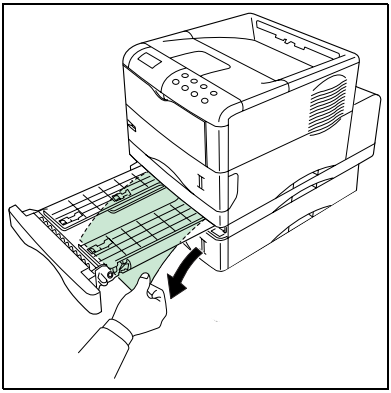


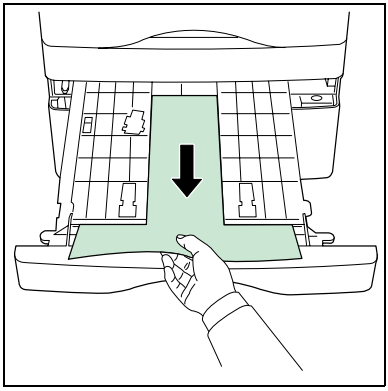


☞ Remove the draw from the front/back module.



☞ **Remove the trapped paper.**





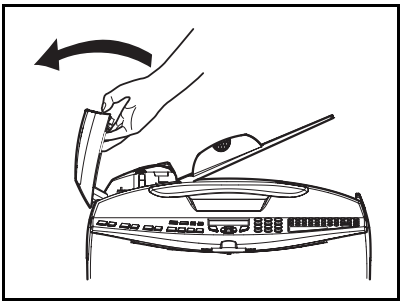
☞ Close the drawer and the rear cover of the front/back module.

SCANNER INCIDENTS

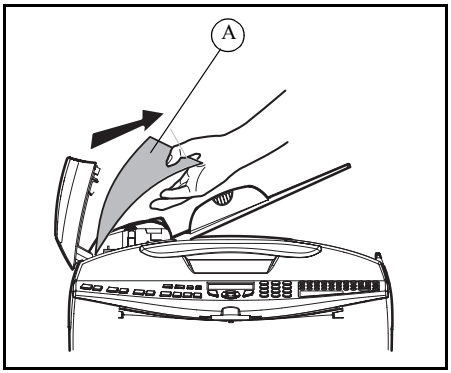
Scanner paper jam

When a paper jam occurs, the following message appears on the control panel screen **REMOVE DOCUMENT**.
If jams often occur in a specific part of the unit, the latter needs to be checked, cleaned or repaired.

☞ Open the scanner cover.



☞ Remove the jammed paper (A) without tearing it.



☞ Then, close the scanner cover.

MISCELLANEOUS INCIDENTS

At switch-on nothing appears on screen

Check that the mains cable is plugged in, and check the mains plug if necessary.

The fax does not detect the presence of your inserted document. The message READY does not appear on the screen.

At the start and during scanning, REMOVE DOCUMENT appears on the screen.

Remove the document or press key ▽.

Check the thickness of the document (50 sheets of paper of 80 g/m^2).

Iron out the sheets if needed.

Help the sheets along.

You receive a blank page

Make a photocopy of a document ; if it is correct then your fax is functioning normally. Call back the subscriber and have him resend the document. It was probably sent with the sheet inserted backwards.

STORAGE

If you will not be using the printer for a long time, remove the mains lead from the wall socket.

We recommend that you consult your dealer about any precautions to be taken in order to avoid any damage when using the printer again.

PACKING AND TRANSPORTING THE UNIT

If you wish to transport the unit, always use the original packaging. If you do not pack the unit correctly, you could void the warranty.

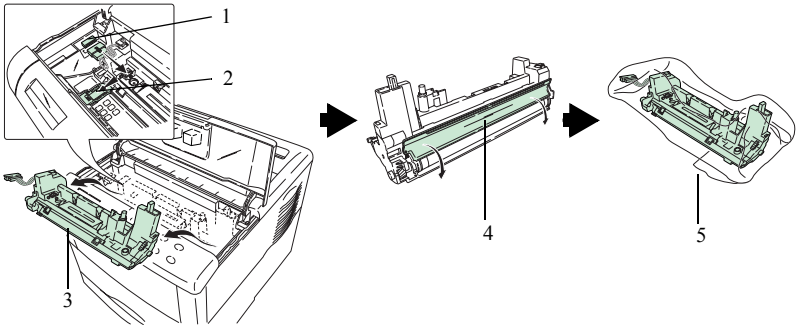
☞ 1 - Turn the power to your terminal off (button set to 0). Disconnect the unit from the network and from the mains.

☞ 2 - Uninstall the various components of your unit in reverse installation order (please see the paragraph on **Installation**, page 1-1).

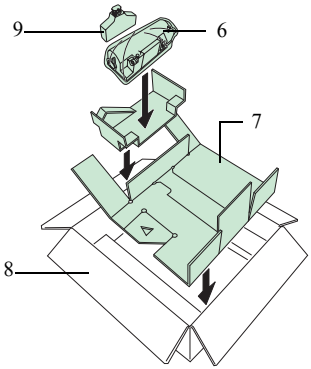
☞ 3 - Pack the printer as follows:

- Remove the toner cartridge and the printer's toner bin. Place the toner cartridge into the plastic bag supplied to avoid any toner leakage. Make sure that the toner bin is properly closed.

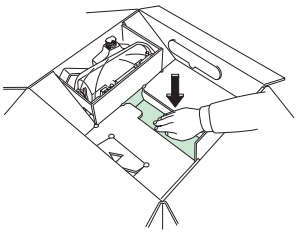
- Disconnect the printer's developer connector (1) and pull on the unlocking lever (2), remove the printer's developer (3). Close the developer's protective cover (4) and place the developer into the plastic bag supplied (5).



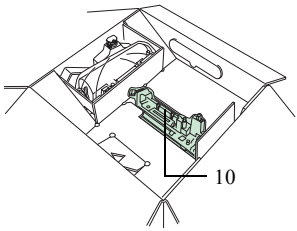
- Place the printer into the box (8) carrying out the unpacking operations in reverse order (please see the paragraph on Unpacking the printer, on page 1-7). Place the packing piece (7) as shown in the illustration below, then install the toner cartridge (6) and the bin (9).



- Press on the centre of the packing piece as shown in the illustration below to make room for the developer.



- Place the developer (10) into its location.



☞ 4 - Pack the other components into their original boxes with all the original packing pieces, carrying out the unpacking operations in reverse order (please see the paragraph on **Unpacking the components**, page 1-4).

☞ 5 - Place all the documentation (printed documents and CD-ROM (depending on model)) into the boxes.

☞ 6 - Make sure that you properly close the boxes with adhesive tape.

SPECIFICATIONS

Type of device: fast professional terminal, for use with all group 3 devices according to the UIT-T recommendations.

Dimensions (excluding optional components):	Width: 457 mm Depth: 478 mm (excluding front/back module) Height: 655 mm (excluding collector and 500-sheet tray)
Weight:	20,4 kg
Electrical power supply:	220-240 V - 50/60 Hz - 4,5 A
Electrical consumption (maximum values):	- standby mode: below 15 W - wait mode: below 80 W - when operating: 580 W when copying (peak: 987 W)
Admissible ambient temperature:	- when operating: +10 °C to 32.5 °C (50 to 90 °F) with a maximum variation of 10 °C per hour. - storage: 0 °C to 40 °C (32 to 104 °F) with a maximum variation of 10 °C per hour.
Admissible humidity rate:	When operating or in storage: 20% to 80% HR (without condensation) with a maximum variation of 20% per hour.

Scanner / communication	
Original document format:	A4 format Legal 60 to 90 g/m² paper
Document feeder:	Max. capacity: normal capacity of 50 pages (80g/m²)
Format on receipt (A4 format) and Legal:	Width: 210 / 216 mm Length: 297 / 355 mm
Scanned image resolution:	Scanner: 600 dpi
Reading system:	CIS opto-electronic reading
Communication speed:	In group 3: 33600/14400/12000/9600/7200/4800/ 2400 bps
The effective transmission time for an A4 page varies from a few seconds to around a minute (depending on the line quality, the modem speed, the amount of information in the original and the resolution) (*). (*) Without including the exchange initialisation procedure	
Internet: general specifications	TCP/IP/PPP protocols SMTP/POP3/MIME protocols for electronic mail V90 modem (up to 56 kbps/s)
SDRAM memory	32 Mo

Processor	ARM 9 to 92 MHz
Connectivity	USB Ethernet 10/100 Base Tx
File formats:	- Image: TIFF-F for black/white documents and JPEG for colour documents - PDF: black and white and colour
The specifications may be altered without prior notice in order to make improvements.	

Printing	
Printing speed	28 pages/minute (A4) for a multiple impression of the same page.
Resolution	1200 fast mode with KIR 600 dpi with KIR 300 dpi with KIR
Starts printing	Approx. 19.5 seconds or less (A4), depending on input data
Warm-up time	Approx. 10 seconds or less (from standby mode) Approx. 18 seconds or less (from powering on) at 23°C, 230 V
Memory	32 MB, can be expanded to 288 MB
Processor	PowerPC 405 (266 MHz)
Connectivity	USB Full-Speed 2.0, Ethernet using 10/100 Base Tx network card
Paper	Ordinary paper (60 to 90 g/m²) / thick paper (90 to 105 g/m²)
Paper trays	Cassette: - A5 to A4/Letter 148 to 216 mm × 210 to 297 mm. - Capacity for 500 sheets (80 g/m²) Multipurpose tray: - 70 to 216 mm × 148 to 297 mm - Capacity for 100 sheets (80 g/m²)
Output tray capacity	Upper tray – 250 pages (80 g/m²)
Emulation	- PCL® 6 - KPDL / SG Script (PostScript® level 2 language emulation and PostScript® level 3 language emulation with configuration file)

The specifications may be altered without prior notice in order to make improvements.

Recommended maximum monthly volume: 15,000 pages (5 years) with an overhaul every 300,000 pages.

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This Kyocera printer uses the PeerlessPrintXL process to provide an emulation compatible with the PCL6 language used by HP LaserJet printers.

PeerlessPrintXL is a trademark of The Peerless Group, Redondo Beach, CA 90278, United States.

This product has been developed using the TornadoTM Real Time Operating System and utilities from Wind River Systems.

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8 SAFETY

SAFETY WARNING

Before powering on your unit, make sure the mains outlet it is connected to meets the requirements printed on the warning label on your unit, or on the separate power supply (depending on the model). **This unit must not be installed on the floor.**

If your unit works with a separate Power Supply, use only the one delivered with your unit; never use another power supply.

If your unit works with a battery, replace it only with the same type of battery or an equivalent type recommended by the manufacturer.

Warning:incorrect replacement of the battery may cause an explosion. Replace only with the same or equivalent type recommended by the manufacturer. Dispose of used batteries according to the manufacturer's instructions.

Used batteries must be disposed of following the manufacturer's instructions.

Depending on the model, the unit's mains plug may be the only way to disconnect the unit from the power network. Therefore you must respect the following:

- Your unit must be connected to a mains outlet located nearby.
- The mains outlet must remain easily accessible.

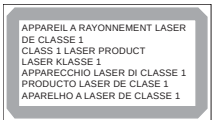
Your unit is supplied with a mains lead fitted with an earthed plug.

An earthed mains plug must be connected to a wall socket with an earth connected to the building's protective earthing system.

Warning: disposing of toner cartridges

Do not incinerate the toner or toner cartridges. The sparks could cause burns.

- Never open the cartridge or throw away the toner bin.
- Do not inhale the toner, do not rub your eyes or touch your mouth if your hands have any toner on them. Make sure that the toner does not come into contact with your skin.
- To dispose of used toner cartridges or bins, consult your dealer; or dispose of the toner and toner cartridges in places designated by national or local authorities.
- Keep toner cartridges and bins away from children.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LASER KLASSE 1
APPARECCHIO LASER DI CLASSE 1
PRODUCTO LASER DE CLASE 1
APARELHO A LASER DE CLASSE 1

Repairs-maintenance: Have any repair and maintenance work carried out by a qualified technician. Contains no user-reparable parts. To avoid any danger of electrocution, you should not attempt to carry out these operations yourself because opening or removing the covers exposes you to danger in two ways:

- Laser beam interception by human eye can produce irremediable injuries.
- Human contact with parts electrically powered can produce a very dangerous electric shock.

CONSUMABLE REFERENCE

Toner cartridge TNR 380: 251 586 569

CONSUMABLE CHARACTERISTICS

Toner cartridge:

The standard toner cartridge can produce up to 15,000 pages (when printing on A4 paper with a 5% max. black and white ratio).

The initial toner cartridge can produce up to 7,500 pages (when printing on A4 paper with a 5% max. black-and-white ratio).

The service life of the toner cartridge mainly depends on the type of printed document and the average number of pages per print operation).

The declaration of compliance can be consulted on the site **www.sagem.com** category **"support"**, or can be requested at the following address:

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